

Tarvin Parish Council

TRAINING STATEMENT OF INTENT

Tarvin Parish Council is committed to providing a formal training strategy. This ensures that staff and councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

TRAINING NEEDS

The types of training will often differ between the Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of the Council
- An understanding of the objectives and direction of the Council.
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings and seminars and conferences such as those provided by the Society of Local Council Clerks (SLCC), National Association of Local Clerks (NALC), and Cheshire Association of Local Council (ChALC).

All new Councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders

They are also expected to attend a training course run by ChALC on basic induction or roles and responsibilities.

IDENTIFYING TRAINING NEEDS

Training needs should become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. A Chairman will be expected to undertake appropriate training in chairmanship as provided by ChALC.

RESOURCING TRAINING

An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. The Parish Council subscribes to ChALC in order to receive regular updates on matters relevant to local government and attend their bespoke training courses.

MEASURING THE IMPACT OF TRAINING

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness.

RECORD OF TRAINING

A record of training is kept by Council in order to record and monitor all training.

Adopted by Council August 2023

Reviewed without change August 2025

Next Review August 2027