



PARISH COUNCIL

TRAINING – STATEMENT OF INTENT

1. Yalding Parish Council is committed to ensuring its' staff and councillors are trained to the highest standard and kept up-to-date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.
2. The Parish Council employs one member of staff. The Parish Clerk's training and development needs will be identified through the annual appraisal conducted by the Chairman and Vice Chairman of Yalding Parish Council.
3. Training requirements for councillors will usually be identified by the Chairman and the Parish Clerk with details being brought to the full Council for approval. Opportunities to attend courses will be researched by the Parish Clerk and brought to the attention of the full Council.
4. The principles of the National Training Strategy for Town & Parish Councils are recognised as an excellent strategy for both administrative staff and councillors. The Parish Clerk will work towards obtaining the CiLCA qualification.
5. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Kent Association of Local Councils (KALC) to enable staff and councillors to take advantage of the appropriate training courses and conferences.
6. The Parish Clerk will be expected to attend all relevant training events whenever possible and other members of staff and councillors will be expected to attend training events which are relevant to their post.
7. New councillors will have an induction meeting with the Chairman and Parish Clerk and will be provided with an information pack containing the documents as set out on the

attached list. They will also be expected to attend the KALC 'Basic New Councillor Induction' course within 6 months of being elected/co-opted (or, if no courses are timetabled, one of the next series of courses).

8. It is recognised that it may be difficult for some councillors to attend training during daytime because of work commitments. Councillors will still be encouraged to attend training provided by its partner authorities and KALC and attend conferences whenever possible. In-house training during an evening will be considered whenever possible to enable all councillors to attend.
9. All training undertaken will be evaluated by the Chairman and Clerk to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Expectations of a Parish Councillor
3. Training Statement of Intent
4. The Parish Council's Model Code of Conduct
5. Parish Council Powers
6. Minutes of the Parish Council meeting for the previous month

THIS STATEMENT WAS APPROVED AT A FULL COUNCIL MEETING ON 3 NOVEMBER 2015.