

Report on Training Policy

a) Preliminary statement

Carlton Parish Council is committed to maintaining the high standards expected of a Quality Council, and recognises that the training of Councillors and staff is essential if this is to be achieved.

b) Identification of training needs

Individual members of the council and staff are encouraged to develop areas of special expertise and manage individual projects. It is anticipated that the need for training will become apparent to the Council and to individuals in the course of such work.

c) Resourcing training

The annual budget shall include provision for training costs.

The annual budget for administration shall include provision for the purchase of technical literature and information, and for membership of relevant organisations.

There shall be a presumption of support for any member of the Council or its staff to undertake relevant training, providing that the cost is within the allocated budget and the expected benefits are commensurate with the expenditure.

The Council may allocate additional funds if special training needs are identified.

d) Existing training provision

The Council recognises that members have relevant experience and interests, and may hold professional qualifications with their own requirements for professional development. The consideration of Council business is enhanced by this depth of knowledge and experience.

The Clerk has attended courses on the role of the Clerk, finance, local government law, and cemetery management. The Clerk completed the CiLCA course in 2011. Councillors and the Clerk routinely attend seminars and working groups, and report on matters relevant to the work of the Council.

The Council is currently a member of the Leicestershire & Rutland Association of Local Councils, the Leicestershire Playing Fields Association and the Rural Community Council, and pays an annual subscription on behalf of the Clerk to the Society of Local Council Clerks. The Council subscribes to the Local Council Review. Publications from these organisations are circulated to all Councillors, together with relevant briefing papers.

On election, all Councillors are given a personal briefing by the Clerk. This includes an outline of the work of the Council and its responsibilities, and a briefing on current projects.

Every Councillor is provided with maps of the parish, copies of the current budget and policy papers, the Good Councillor's Guide and the Code of Conduct. Every Councillor is given a detailed briefing on financial control, and their role in the prevention and detection of fraud and the maintenance of public accountability.

All Councillors are encouraged to serve as Vice Chairman in order to gain practical experience of chairing council meetings and the background work involved.

All Councillors are informed of the training courses available, and made aware that the Council is prepared to pay for attendance, travel and subsistence.

The Council may invite suitably qualified individuals to present bespoke courses to the Council and staff.

e) Assessment of effectiveness of training

Participants in any training session will be required to report on the training received, including an assessment of its value and effectiveness and any recommendations for action by the Council.

Effective training will be evidenced by:

- the Chairman, Councillors and Clerk should be confident, and behave in a professional manner at meetings of the council and public meetings of all kinds;

- Council discussions should be objective, and decisions should be clearly expressed;

- legality, safety and equality should be an integral part of the Council's decision making process.

- public documents issued by the Council should be clear and accurate;

- policies and reports adopted by the Council should be clear and well documented, and should be adhered to;

- Council projects should be well planned and managed;

- Council contractors should be effectively monitored;

- Council financial reports and documentation should be accurate, and financial procedures should be effectively monitored;

14th September 2011