

LITTLE ABINGTON PARISH COUNCIL

Clerk: Genevieve Dalton
27 West Field
Little Abington
CB21 6BE

Tel: 01223 893332
Fax: 01223 892330
e-mail: clerk@littleabington.clara.co.uk
web site: <http://www.theabingtons.org.uk/>

TRAINING POLICY

1. LAPC will encourage all Parish Councillors and staff to take full advantage of training opportunities.
2. Information about training events will be circulated to all Parish Councillors and included on appropriate agendas.
3. LAPC will seek suppliers of local training and distance learning training packages
4. Training records will be created and a budget for training will be included in the annual budget plan.
5. LAPC will ensure, by making the necessary resources available, that Parish Councillors and staff receive the training they need to enable them to carry out their roles efficiently and effectively.
6. All new Parish Councillors will receive in-house induction training material after being elected/co-opted
7. Ideally, all newly-elected first-time Parish Councillors should attend an appropriate training course within 6 months of election/co-option. As a minimum the Parish Council will provide in-house training from a suitable local provider within six months of a Parish Council election.
8. The Parish Council Chair should attend appropriate training within 6 months of their first election as chair of the Parish Council .
9. All new employees will be provided with in-house induction training
10. All Parish Councillors and employees are encouraged to identify specific training needs. LAPC will endeavour to source or provide training for these as and when necessary.
11. LAPC will ensure sufficient resources are provided for Parish Councillors and employees to attend such training. This will include travel costs for travel outside Parish Council boundaries, course registration fees, accommodation and meals as appropriate.
12. All Parish Councillors and employees who attend training should provide feedback.
13. Employees must keep their CPD records up to date.
14. The Clerk will maintain records of Parish Councillors' attendance at training courses.

Updated May 2017

7

Next Review 2019

Signed

Date