

CLIFTON COMMUNITY COUNCIL

Clerk: Becx Carter, 40 Windebrowe Avenue, Keswick, Cumbria, CA12 4JA. Email clerk@cliftoncommunitycouncil.uk
Web: www.cliftoncommunitycouncil.uk

TRAINING POLICY

1. Introduction

Clifton Community Council ("The Council") is committed to providing a formal training strategy. This ensures that the Clerk & 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.

2. Training needs

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

- Equality of opportunity in all respects of their development
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training include formal training courses, briefings and seminars and conferences such as those provided by the Society for Local Council Clerks, National Association of Local Councils, and Cumbria Association of Local Councils.

All new councillors when joining will receive an information pack that includes:

- List of members
- Meeting schedule
- Code of Conduct
- Standing Orders
- Financial Regulations

They are also invited to attend a training course run by CALC on roles and responsibilities of councillors.

3. Identifying training needs

The training needs of the Clerk will be identified through an annual appraisal. Training needs will also become apparent as a result of changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. The Chairperson will be encouraged to take appropriate training in chairmanship.

4. Resourcing training

An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. The Council subscribes to CALC in order to receive regular up-dates on matters relevant to local government, and to qualify to attend their bespoke training courses.

5. Monitoring Training Attendance

A training diary is kept to record and monitor all training

Approved: Feb 2024

Review: Annually, for most recent review date visit the policies page of <https://cliftoncommunitycouncil.uk>