

BARNT GREEN PARISH COUNCIL

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TRAINING POLICY

Barnt Green Parish Council is a statutory body working within the local government context and subject to legal procedures, rules and regulations.


The Parish Council recognises the value of appropriately trained members and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are expected to receive induction training from the Executive Officer within the first twelve weeks of office. Induction Training will take the form of:
 - ensuring familiarisation with the council's procedures as contained in Standing Orders and Financial Regulations;
 - familiarisation with the council's website and content which includes all policies and information identified in the council's Publication Scheme.
2. All administration staff are required to achieve the level of qualification as appropriate to their position and as required in their employment contract. The Executive Officer will be expected to acquire the CiLCA qualification, or similar sector-appropriate qualification, as a minimum and to achieve at least 12 Continuous Professional Development points each year.
3. Each parish council member will be asked to identify their training needs annually and notify the Chairman.
4. Parish Council members and staff will notify the Chairman of any specific training courses being offered that would support their training needs.
5. The Chairman, in consultation with the Executive Officer, will carry out a periodic training audit of members to ensure the identified needs are met.
6. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the parish council.
7. The Parish Council will pay the annual subscription to both the National Association of Local Councils (which incorporates the Worcestershire County Association of Local Councils) and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
8. The Parish Council will monitor the effectiveness of training on a biennial basis and revise this policy accordingly.

Agreed by Barnt Green Parish Council: [date]... 18 November 2019.....

Signed 
Robert Cholmondeley (Nov 21, 2023 21:27 GMT)
Chairman, Barnt Green Parish Council

Nov 21, 2023

Review date.....

Next review November 2025







17. Training Policy November 2023

Final Audit Report

2023-11-21

Created:	2023-11-21
By:	Eleanor Choudry (exec@barntgreen.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAASsxcuHwP-SxIYq_WGSjP-bdrBvnF-4hJ

"17. Training Policy November 2023" History

-  Document created by Eleanor Choudry (exec@barntgreen.org.uk)
2023-11-21 - 2:05:42 PM GMT
-  Document emailed to robert.cholmondeley@barntgreen.org.uk for signature
2023-11-21 - 2:05:56 PM GMT
-  Email viewed by robert.cholmondeley@barntgreen.org.uk
2023-11-21 - 3:39:57 PM GMT
-  Signer robert.cholmondeley@barntgreen.org.uk entered name at signing as Robert Cholmondeley
2023-11-21 - 9:27:11 PM GMT
-  Document e-signed by Robert Cholmondeley (robert.cholmondeley@barntgreen.org.uk)
Signature Date: 2023-11-21 - 9:27:13 PM GMT - Time Source: server
-  Agreement completed.
2023-11-21 - 9:27:13 PM GMT