

Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

The Cirl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.



Coffinswell Parish Council

Training and Development Policy

Training Policy - Clerk, Councillors, Chairman and Volunteers

Coffinswell Parish Council is committed to a programme of training and support for Councillors, Clerk and Volunteers and recognises the importance of training in achieving the competent administration of the council.

Clerk on Appointment

Training needs will be discussed with the interview panel. If the applicant is new to the role of clerk, they should attend the DALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

Clerk Training

Clerk will be given the opportunity to attend the 'Introduction to Local Council Administration Course' as offered by SLCC. This is a web-based training course.

If requested, consideration will be given to the clerk undertaking the 'Certificate in Local Council Administration' (CiLCA) as offered by SLCC. This is the professional qualification for clerks and must be completed within a year of registration.

Furthermore consideration will be given to the clerk attending the DALC 1.5 day course which assists with the CiLCA qualification.

Continuing Professional Development

The clerk will be encouraged to attend relevant training courses when required for the benefit of the Parish Council i.e. changes in legislation, election updates, financial regulations etc.

These types of clerk training needs are normally identified and provided by DALC and usually take place locally or online.

Financial support for Clerk Personal Development/Training

The cost of Continuing Personal Development will be borne by the Parish Council.

Financial support for Clerks Personal Development qualifications will be considered at the time of application.

Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by DALC as soon as a course becomes available following their appointment. The cost of attendance will be met by the Council. These courses usually take place locally or online.

New councillors will receive a briefing pack from the Clerk which includes:

1. The Good Councillors Guide Document
2. A copy of the Nolan Principles
3. Information relating to the Parish Councils website and access to its policies and procedures.

It should be ensured that councillors are advised by the clerk of any relevant/new training courses provided by DALC which could assist and improve their knowledge and performance in their role.

Chairman

Consideration should be given to the Chairman attending the Chairman course run by DALC as soon as a course becomes available after appointment. The cost of attendance will be met by the Council

Volunteers

All volunteers should receive the relevant level Health and Safety training prior to undertaking any activities on behalf of the Parish Council.

Prior to the operation of any item of Parish grass cutting equipment, the individuals should have been assessed and have demonstrated competence on a recognised Health and Safety Training Course (externally provided).

This course will be organised and provided at no cost to the volunteer by the Parish Council.

Record Keeping

The Clerk will maintain a record of Training Courses attended by:

1. Clerk
2. Chairman
3. Councillors
4. Volunteers

Travel Costs and Expenses

The Parish Council will reimburse travel costs and expenses as defined in its Expenses Policy.

Training Budget

In order to ensure that identified training needs can be met, the Council will ensure there is a provision for training in each years budget.

Agreed July 2021

Reviewed June 2023