

# **STIFFKEY PARISH COUNCIL**

## **Training Policy**

Stiffkey Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training relevant to their office. Stiffkey Parish Council employs a part-time Clerk as well as seven councillors.

Staff training will be identified by the Clerk and the Chairman. The Council will look to use local, sector-recognised training providers including Norfolk Association of Local Councils, Society of Local Council Clerks, Norfolk Parish Training and Support and Community Action Norfolk. For specialised training, other providers may be required. Staff will be encouraged to attend appropriate training and networking events where these are commensurate with the role of the individual.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk will be expected to be CiLCA qualified, or will work towards gaining the qualification within 12 months of appointment.

The Clerk will be expected to attend relevant training to keep up to date with legislation. New councillors will be provided with an information pack containing key information about the Council, and will be offered the opportunity to attend the Initial Training for Clerks and Councillors course.

Councillors will be encouraged to attend training opportunities. All training presentation papers will be retained and used for in-house training and information sharing. A budget will be set aside for training annually.

**Adopted May 2021**  
**Review due May 2023**