

CLAXTON & SAND HUTTON PARISH COUNCIL



TRAINING STATEMENT OF INTENT

Claxton & Sand Hutton Parish Council (C&SHPC) 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 and conferences relevant to their office.

Training requirements 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 principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors.

The Council will pay the annual subscription to the Yorkshire Local Councils Association (YLCA) to enable staff and councillors to take advantage of their excellent training courses and conferences.

The Clerk will be expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

New councillors will receive an induction pack from the Clerk.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and YLCA and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

All training undertaken will be evaluated by the Personnel Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

The policy was adopted at the meeting dated

Chairperson's signature

8/4/13
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