

Training Policy for Councillors and Staff.

New Councillors: -

- a. Should attend an induction session with the Clerk; at the earliest possibility.
- b. Should be issued with a copy or link to; 1) Code of Conduct, Standing Orders, Financial Standing Orders and Financial Regulations, Risk Management Policy – questions regarding this can be queried with The Clerk.
- c. Should be issued with a copy of the 'New Councillor Guide'.
- d. Should be given the opportunity for a tour of the Parish; to include familiarisation with the Council owned property and areas of maintenance.
- e. To be encouraged to attend the 'Nuts and Bolts' course run by GAPTC.

Ongoing Training for Councillors: -

- a. To be sent details of courses run by GAPTC and encouraged to attend where appropriate.
- b. Chairman of the various Committees to be encouraged to attend courses/seminars on Chairmanship and any relevant to their Committees.
- c. To encourage all Members to attend the annual training course at Painswick Town Hall; which will cover 'hot topics' and community based initiatives.
- d. To read any correspondence/report issued by The Clerk.
- e. To query any legislation or reports with the Clerk that they are unsure of.
- f. To be encouraged to attend seminars as appropriate run by the District Council or other local partners.

Training for Staff: -

- a. Are to undertake any courses essential to fulfil their role.
- b. Are to attend courses to improve their role.
- c. Are to keep abreast of any legislation that would impact of their role or the role of the Council.
- d. Are to take note of any initiatives to improve the role of the Council and/or the Community.
- e. Are to attend any courses / seminars run by either GAPTC, SLCC, local authority or local partners, that are deemed appropriate.