

Cotesbach Parish Council

Training Policy

Cotesbach Parish Council is committed to ensuring that the Chairman, Councillors and Clerk are well informed in their duties and responsibilities so that they can make a valued contribution to the Parish Council.

Chairman Training

All new Chairmen are to undertake formal training in the first 3 months of their term or as soon as reasonably possible thereafter. This training to be provided by the LRLAC.

Councillor and Clerk Training

- It is advised that all new Councillors and the Clerk to undertake formal training in the first 3 months of their term or as soon as reasonably possible thereafter.
- All Councillors and the Clerk to be provided with the Code of Conduct.
- As well as the above formal training, other relevant training opportunities can be undertaken during the year. A training log will be kept by the Clerk of all training sessions completed.
- As well as formal training sessions, it is recognised that the reading of sector specific journals, articles and reports form part of training.
- Cotesbach Parish Council is also a member of the Leicestershire and Rutland Association of Local Councils and receives regular newsletters from them.
- Councillors and the Clerk may also attend meetings that keep them informed and these will form part of their ongoing training. This training will be delivered by a number of methods including in- house training by the Clerk and training providers from outside organisations.

Identifying Training Needs for Councillors and the Clerk

The process of identifying training needs is met in a number of ways including suggestions from Councillors and the Clerk in areas they would like more information on or new legislation. New Council projects may also create the need for additional training, for example, if the council decided to complete a Neighbourhood Plan.

Benefits of Training

- To widen skills and experience

- Well informed Councillors and clerks make good decisions
- To enhanced performance
- To maintain standards
- To build confidence
- To encourage innovation
- To ensure legal compliance

Reviewed and approved at the Annual Parish Council meeting on 12th May 2026; minute 7