

# **NEWBURGH PARISH COUNCIL TRAINING POLICY**

**Approved at the Newburgh Parish Council meeting on 25 March 2026**

## **Commitment**

Newburgh Parish Council recognises its duty to maintain an appropriately high level of training for its Members and the Clerk and is committed to doing so by allocating a set budget for training every year.

## **Training Needs and Courses**

The Clerk will consult with all Parish Councillors to identify training needs each year and also on initial election or co-option to enable them to carry out their function as the decision makers of the full Council. On appointment to specific Committees or Groups or on appointment to outside bodies, the Clerk will again identify in consultation with Parish Councillors as to what specific training is required

The Clerk will also ensure that his/her training needs are identified and all training necessary to carry out his/her duties is undertaken. Although this will take place throughout the year, a review will be held annually at the time of the Clerk's appraisal.

The Clerk will endeavour, as far as is reasonably practical, to keep up to date with legislation relating to Local Councils and allied functions. The Clerk will ensure that Parish Councillors are advised of and encouraged to take part in relevant training provided by the Local Training Partnership (based in Penwortham – LALC) and any other organisations such as West Lancashire Borough Council, Lancashire County Council and any professional bodies such as the Society of Local Council Clerks (SLCC).

## **Evaluation/Feedback**

Parish Councillors and the Clerk will report back regarding courses or training recently attended in the most appropriate manner. This may involve a specific item on the agenda of the next Parish Council Meeting or by means of a report circulated to all Parish Councillors and the Clerk.

## **Review**

The training needs of Parish Councillors and the Clerk will be reviewed annually.