



## Yatton Parish Council

Yatton Library  
High Street  
Yatton  
Bristol  
BS49 4HJ  
Tel: 01934 426473  
Email: [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk)



*OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham*

---

### STATEMENT OF INTENT ON TRAINING

**Adopted by Yatton Parish Council,  
8 November 2010**

1. Yatton Parish Council is committed to appropriate and effective training for its members and its staff. The Parish Council believes that proper training for councillors and staff enables the Council to understand the needs of the community, deliver services and engage in partnerships more effectively.
2. 'Training' includes not only attendance at formal courses and conferences, but also informal networking, being mentored (and mentoring), reading and private study. Councillors and staff should be aware of current issues facing the local government sector and the local community.
3. The clerk is the principal adviser to the Council. A clerk who does not have the Certificate in Local Council Administration (CiLCA), the recognised qualification for local council clerks, should seek to obtain it, as required by their job description. This qualification is required for the Parish Council to be accredited as a Quality council, and for eligibility to use the power of well-being. The clerk should seek to obtain CiLCA within two years of appointment. In preparation for CiLCA the clerk is encouraged to work through the Working With Your Council (WWYC) distance learning package and attend CiLCA courses organised by Somerset & Avon County Training Partnership. The Parish Council will fund registration and training for WWYC and CiLCA.
4. A clerk who has CiLCA should undertake Continuous Professional Development (CPD) in line with the National Training Strategy for Town & Parish Councils. Appropriate CPD can be identified during discussion of the clerk's annual appraisal.
5. The clerk is encouraged to join the Society of Local Council Clerks (SLCC) and to attend branch meetings and conferences. Attendance at such meetings forms part of CPD. There is also the opportunity for informal networking through the SLCC national e-forum. The Parish Council will pay the clerk's subscription to the SLCC and will consider contributing to the cost

of attending conferences. The Parish Council will allow time off with pay for branch meetings, SLCC conferences and other training events.

6. Other staff should undertake training appropriate to their current and potential future responsibilities. Appropriate training can be identified during discussion of their annual appraisal. Training aimed at local council clerks may be appropriate for other staff. The Parish Council will fund appropriate training for staff and will allow time off with pay.

7. Councillors are encouraged to undertake training. Trained councillors are better able to understand their roles and responsibilities and to play an effective part in the work of the Parish Council. New councillors should undertake induction training but experienced councillors also need to ensure their knowledge and skills are up to date.

8. As a minimum councillors should be adequately trained in:

- roles and responsibilities of individual members, the council as a corporate body, the chairman and the clerk
- the law applicable to local councils
- procedures of local councils
- financial rules and procedures
- the planning system and local councils' role in the planning system
- community engagement

9. All councillors should receive training in the power of well-being, so that the Parish Council can be eligible to use the power.

10. Formal training for councillors is provided by Somerset & Avon County Training Partnership and other providers. The clerk is expected to keep councillors briefed on current issues and may deliver training sessions to councillors.

11. All councillors have a copy of the Good Councillor's Guide, published as part of the National Training Strategy. Councillors also have access to the Avon Local Councils Association website which contains briefing material from the National Association of Local Councils.

12. The chairman, and councillors who might in the future be chairman or who chair committees, are encouraged to undertake training in chairmanship. Such training is provided by Somerset and Avon County Training Partnership.

13. Councillors or staff who undertake training are encouraged to give feedback on it to the Council. The clerk will keep a record of all formal training undertaken by councillors or staff. The clerk will report annually on training undertaken during the year.

14. As part of the annual budget process the Parish Council will ensure that adequate funds are made available for training councillors and staff.