

**NORTH MUNDHAM PARISH COUNCIL**  
**TRAINING POLICY**

**1. Introduction**

The Parish Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council. As a voluntary organisation, the Council values the time given by its Councillor to their community. This policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

**2. Commitment to Training**

2.1 The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget and membership fees for SALC, SLCC, and ILCM are included in the budget.

2.2 Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.

2.3 The Parish Council is committed to its Clerk being a member of the Society of Local Council Clerks recognising that it a lead provider in training officers. This commitment extends to the Clerks membership of the Institute of Local Council membership and the CPD required to maintain membership of the Institute.

2.3 The Parish Council will maintain a library of current publications and books offering advice concerning all aspects of Local Government.

2.4 The Parish Council will maintain a training record giving details of dates, titles and providers of development activities undertaken by employees and the Councillors.

2.5 The Parish Council is committed to networking with other Councils, as it sees this as an effective means of information gathering and where possible to link in with training events held by other councils.

### **3. Staff**

3.1 The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individuals. This will be done by means of staff appraisals, formal and informal discussion as well as other methods as appropriate.

3.2 The Parish Council will encourage its employees and to attend training meetings and pay expenses arising from such training.

3.3 The Clerk will be expected to hold or be prepared to work towards the Certificate of Local Council Administration.

3.4 The training offered to its Clerk will be no less than the required minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.

### **4. Councillor Training**

4.1 All Councillors will be provided with an induction file containing sufficient information to allow Councillors to undertake their duties upon election.

4.2 The Parish Council will enable all new Councillors to receive adequate training at the earliest opportunity.

4.3 The Parish Council will encourage its Elected Councillors to attend training events and pay expenses arising from such training

4.4 The Parish Council will encourage Co-opted Councillors to attending training events.

### **5. Evaluation of Training**

5.1 The Employment Committee will evaluate and measure the impact and effectiveness of all training.

Adopted on: 6<sup>th</sup> December 2016 Minute Number 209.16

Date for Review December 2018