

WEST PARLEY PARISH COUNCIL

Training and Development Policy

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the corporate plan as efficiently as possible and be committed to ongoing training and development for both staff and members.

1. Staff Training

1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

1.2 Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training and development needs are discussed and factored into the Council's Activity Plan, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in those plans.

1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, the Parish Clerk should notify the Chairman of any areas of work in which they feel they require training.

1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.

1.5 The Council has set aside a specific budget for staff training.

1.6 The Clerk should be a qualified clerk with either the Cilca Qualification, or University of Gloucestershire qualification or working towards these qualifications.

1.7 The Council will continue to support the Clerk as a member of the Society of Local Clerks

2. Councillors Training

2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. The training budget is also to be used for Councillors training.

2.2 All Councillors are offered the opportunity to attend all relevant training courses by the various service providers which is created into a development plan. This will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. The development plan is linked to the council's strategic plans, with the aim of ensuring the councillors have the necessary skills and knowledge to deliver the objectives set out in those plans.

2.3 The Council recognises that because of its size most formal training will be provided by DAPTC.

2.4 If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.

3. Training Course Feedback

3.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.

3.2 Staff and Members are also required to report on the training course attended, this can either be verbally or hardcopy and advise if there was anything learned that the Parish Council can use and implement in the future.

3.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money. This document has been produced as a training strategy for the Council and will be reviewed every 4 years, unless legislation dictates, at the Full Parish Council Meeting.

Adopted 20th March 2019

Review 19th April 2023

Chairman

Review due: April 2027