



# MEDSTEAD PARISH COUNCIL

## TRAINING POLICY

Medstead Parish Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities. As a voluntary organisation, the Council values the time given by its Councillors 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.

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

The Parish Council will encourage the Clerk and all of its Councillors to attend training meetings and pay expenses arising from such training.

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

The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management.

The Parish Council will evaluate and measure the impact and effectiveness of all training by reporting at the next Full Council meeting.

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.

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

The Parish Council is committed to its Clerk /RFO being a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.

The Parish Council will ensure that training for both the Clerk / RFO and Councillors is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.