

WHIMPLE PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

Introduction

Whimple Parish Council is committed to ensuring its Councillors and employees are trained and developed to the highest standard and kept up to date with all new legislation and to ensure that the Council meets its objectives.

To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

Policy Statement

Whimple Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to people living, working and visiting Whimple in a professional manner.

To that end, the Council's intention is that Councillors and the Parish Clerk are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

1. The Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual by means of staff appraisal, Councillor one to ones with the Parish Clerk, interviews and formal and informal discussions.
2. The Council will encourage its employees and all Councillors to attend training meetings relevant to their specific roles and to the needs of the Council.
3. The Council will ensure that the training offered to its employees will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
4. The Council will ensure that all new Councillors receive appropriate training at the earliest opportunity. The Council will agree a programme of induction training for new Councillors, in consultation with the Parish Clerk.
5. The Council will ensure that training for both employees and Councillors is adequately covered as a training item in the annual budget. Also, that membership fees for relevant associated organisations (such as Devon Association of Local Councils) are included in the budget.
6. The Council is committed to networking with other councils as an effective means of information gathering and where possible to link in

with training events held by other councils.

7. The Council will maintain a Training Log giving details of dates, titles and providers of development activity undertaken by employees and Councillors.
8. The Council will consider the training needs of employees and Councillors and include a training budget when setting the budget each year
9. Whenever an employee or Councillor attends training they will be asked for feedback. The Council will consider the feedback on the quality of training on an annual basis.