Bainton & Ashton Parish Council

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TRAINING AND DEVELOPMENT POLICY

Aims and objectives

Bainton and Ashton Parish Council is committed to making the villages safe and pleasant places to live, work and play. It will dedicate its time to improving the environment, facilities and amenities and serve the parish by representing their views in its decision making. It will work with and support other local groups and organisations where possible to improve the village for all residents.

Supporting council staff and parish councillors

- The council values the time given by its councillors to their community and this policy is aimed at maximising the rewards from that time, by ensuring that they understand and enjoy the role they undertake and are properly equipped for it.
- The council recognises that well trained and informed officers promote good practice within the council and increase and encourage community activities.
- To this end, the council is committed to providing training that is relevant to this council for both its staff (the clerk) and its councillors.
- The responsibility for training and development is included in the Staffing Committee's terms of reference, to work in conjunction with the clerk, to ensure relevant training is supported, offered, provided and records are up to date.
- The council recognises the need to provide the necessary opportunities to develop staff and councillors to meet the changing responsibilities and to adapt its practices following the guidance provided.

Training and development needs

- The council will identify training needs in the light of the overall objectives of the council and the requirements of the individual. The clerk will have an appraisal by the Staffing Committee, as per the appraisal policy, and training needs discussed, identified and agreed.
- Council's and Councillors' needs will be discussed at Staffing Committee meetings and at full council as a regular item on the agenda.

- New clerks will always attend the relevant "new clerks" training session and new councillors should attend the "new councillors" training session.

Provision of training and development

- The council will encourage the clerk and councillors to attend ongoing, relevant training workshops, meetings and courses and pay expenses arising from such training. The clerk and councillors are expected to make themselves available to attend such training as is necessary to do the role.
- The council will offer all of its new councillors adequate training at the earliest opportunity in their term of office.
- The council is committed to its clerk being a member of the SLCC, recognising that it is a lead provider in training for officers.
- The council will support the clerk's and councillor's attendance at national conferences and workshops, paying expenses as appropriate.
- The council is committed to networking with other councils as it sees this as an effective means of information gathering and will, where possible, link in with training events held by other councils to share knowledge, costs and experience.

Financial commitment and effectiveness

- The council will ensure that training costs for both employees and councillors are adequately covered as an item in the annual budget setting process by the full council and that ongoing subscription fees for the Association and the Society are included in the budget.
- The council will evaluate and measure the impact and effectiveness of all training.
- Councillors and clerk will be expected to feedback to full council from training attended and circulate any useful information.
- The council will maintain a training record giving details of dates, titles and providers of development activity undertaken by employees and councillors.

This policy was adopted on

This policy will be reviewed in 2 years or as necessary.