

# DRAUGHTON PARISH COUNCIL

## Training and Development Policy

### **Adopted by Council: 11 May 2016**

#### **Aim of Policy:**

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 and increase and encourage community activities. The Council values the time given by its councillors to their community.

This policy is aimed at maximising the contribution made by both staff and councillors. It aims to support the professional training requirements of its officers, and aims to ensure that its councillors understand and enjoy the role they undertake in their community and are properly equipped to perform it well.

#### **How the Council will achieve this aim:**

- The Council will identify staff training needs in the light of its overall objectives and plans, and the requirements of the individual. This will be done by means of an annual staff appraisal and by formal and informal discussions.
- The training needs of councillors will be identified by means of ongoing discussion and review. After an initial briefing by the clerk, the training needs of newly-elected councillors will be formally discussed and agreed with the chairman, or, in the case of a newly-elected chairman, with the most senior remaining member of the Council.
- The Council will ensure that all new councillors then receive adequate training at the earliest opportunity in their term of office. This may include, but will not be limited to, attendance at courses for councillors organised by Yorkshire Local Councils Association. The Council will pay any fees and expenses to enable councillors to undertake such training.
- The Council will encourage its employees and all of its councillors to attend training and liaison meetings provided by its principal authority, and the Council will pay any expenses arising from attendance at such training.

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- The clerk will be expected to undergo training to achieve qualified status with a Certificate in Local Council Administration, and to this end, the Council will pay training and registration fees.
- After qualification, the clerk will be supported to undertake Continuous Professional Development required by the Society of Local Council Clerks.
- The Council will evaluate and measure the impact and effectiveness of all training by requiring attendees to submit completed feedback form for analysis.
- The Council will subscribe to the SLCC and YLCA and maintain a stock of current text books, in order to keep up to date advice on hand, concerning all aspects of local council management.
- The Council is committed to networking with other councils, as this is an effective means of gathering information, and will, where possible, link in with training events held by other councils.
- Contracts of employment and job descriptions provided to staff members will include details of the Council's commitment to training.
- The Council will consider the costs of subscriptions and training requirements at the time of budget and precept setting each year.
- The Council will maintain a training record, giving details of dates, attendees, courses titles and course providers for training undertaken by both employees and councillors.

## **Review of Policy:**

For annual review at Annual Council Meeting