



TRAINING POLICY

Resolved at the Council Meeting 7th November 2017

1. INTRODUCTION

Little Marlow Parish Council (“**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.

2. POLICY

- 2.1. The 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.
- 2.2. The Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
- 2.3. The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- 2.4. The 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.
- 2.5. The Council will evaluate and measure the impact and effectiveness of all training.
- 2.6. The Council will maintain a library of current publications on books offering advice concerning all aspects of local government.
- 2.7. The 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.
- 2.8. Contracts of employment and job descriptions given to staff members will include details of the Council’s commitment to training. The Clerk is encouraged to maintain membership of the Society of Local Council Clerks, which provides on-going training for its officer members.
- 2.9. The Council is committed to its Clerk being a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers. This commitment could in the future extend to the Clerk’s membership of the Institute of Local Council membership and to the CPD required to maintain membership of the Institute.
- 2.10. The Council will ensure that training for both employees 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.
- 2.11. The Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.