

MAUTBY PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Mautby Parish Council (the Council) is committed to training its staff, volunteers and members. It recognises that well trained and informed officers and personnel promote good and informed practise in its organisation and increase and encourage activities within the community. Some training is necessary to ensure compliance with all legal and statutory requirements. As a voluntary organisation the Council values the time given by its members to their community. This policy is aimed at maximising the rewards from that time by ensuring that the Council and its staff are properly equipped to understand and enjoy the role they undertake in their community.

- The Council identifies training needs in the light of the overall objectives of the Council and the requirements of the individual. This is done by means of formal and informal discussions and staff appraisals.
- The Council encourages its Clerk and all its members and volunteers to attend training meetings and pays expenses arising from such training.
- The training offered to staff is no less than the minimum requirement of Continuous Professional Development required by the Society of Local Council Clerks.
- The Council will ensure that all its new members receive introductory training at the earliest opportunity in their term of office including training for their specific role. Training will include matters relating to audit and financial management as required by the Accounts and Audit Regulations. All new members will be provided with The Good Councillors Guide and key information.
- Employees who wish to be nominated for a training course should discuss this in the first instance with the Chairperson of the Council and/or during their appraisal, where it will be determined whether the training is relevant to the authority's needs and/or service delivery.
- Councillors wishing to undertake training or attend a training event will request approval from Full Council by resolution, unless previously agreed as appropriate by the Council eg Introductory Training for new councillors.
- The Council will agree with employees, study time to attend courses, carry out course work and sit examinations through a Learning Agreement.
- The Council will evaluate and measure the impact and effectiveness of all training through feedback from attendees.
- Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- The Clerk holds a library of publications and can direct councillors to electronic documents offering advice concerning aspects of local government. The Council is committed to offering support to its Councillors and pays expenses for staff and members to attend the local Borough Council / Parish Liaison meetings.

- Contracts of employment and job descriptions given to members of staff will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks which provides ongoing training for its officer members. Membership fees will be paid by the Council.
- The Council can source appropriate training from any professional source within the sector, as it sees appropriate.
- The Council ensures that training for both officers and members is adequately covered as an item in the annual budget and that any appropriate professional membership fees are included in the budget.

Adopted May 2024

Review due May 2027