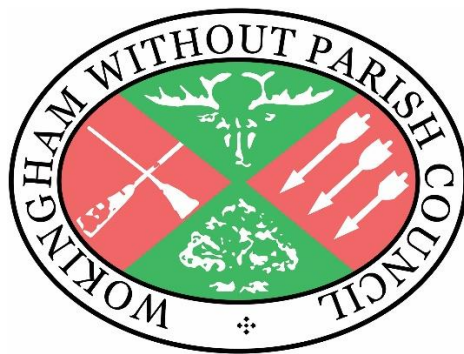


Wokingham Without Parish Council



Training and Development Policy

Version 1.1

TRAINING AND DEVELOPMENT POLICY

1. The Parish Council is committed to provide training for both its staff and Councillors.
2. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.
3. The Council also 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 in their community and are properly equipped for it.
4. The Parish 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.
5. The Parish Council will encourage its employees and its Councillors to attend training meetings and pay expenses arising from such training.
6. The training offered to the Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks¹.
7. The Parish Council will offer all of its new Councillors adequate training at the earliest opportunity in their term of office.
8. The Parish Council will evaluate and measure the impact and effectiveness of all training.
9. The Parish Council will maintain a library of current publications offering advice concerning all aspects of local government.
10. The Parish 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.
11. The Parish Council is committed to its Clerk being a member of the Society of Local Council Clerks (SLCC), 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.
12. The Parish 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.
13. The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

¹ A minimum of 12 CPD points per year

