

BROADCLYST PARISH COUNCIL

TRAINING POLICY

Responsibilities

Broadclyst Parish Council takes its responsibility very seriously to ensure that adequate and appropriate training is made available to its staff, Members and volunteers; an annual budget is agreed as part of the precept setting to cover such training. All prior agreed training associated costs may be reclaimed by the attendees from the Parish Council. All training undertaken will support the work of the Parish Council.

Identification of Needs

a) Staff

Training needs of staff are identified at induction and at annual appraisal. These relate to both skills and personal development.

b) Members

Training needs of Members are identified at induction and thereafter annually. Members are also advised by the Clerk of individual opportunities that arise that may be of interest to them.

c) Volunteers

Training needs of volunteers are regularly reviewed by the Clerk during regular review meetings relating to specific projects.

Specific Training Needs

a) Staff

The Clerk/RFO will be expected to qualify to a minimum of CiLCA standard (Certificate in Local Council Administration)

b) Members

All Members will be expected, subject to availability, to undertake training within a year of appointment in

- Training for New Councillors
- Code of Conduct – may include briefing by Clerk
- Planning

Thereafter all Members will be expected to undertake relevant training at least once during the term of a Council (i.e. every four years), with training updates arranged as needed to respond to changes in national and district policies.

Record Keeping

The Clerk will ensure that records are maintained identifying the training undertaken by staff, Members and volunteers and any reports/evaluations completed.

Evaluation

All attendees will be required to undertake a review of training undertaken and this will be used to assess the effectiveness of delivery and the impact on the participant.

Review

Broadclyst Parish Council will review its training policy at least every two years.

Signed

C. PEPPER

Chairman of the Council

Date of Adoption of Policy

3 March 2014

Date of Review

1 February 2016