



## **TRAINING POLICY**

<b>Title</b>	<b>Training policy</b>
<b>Owner</b>	<b>Chairman</b>
<b>Version number</b>	<b>1.0</b>
<b>Primary audience</b>	<b>General public, councillors and staff</b>
<b>Document location</b>	<b>Shared drive</b>
<b>Objective</b>	
This policy sets out the council's approach to the training of staff and members.	

## **INTRODUCTION**

Stoke Mandeville Parish Council is committed to provide training for both members and staff to enable them to undertake their respective roles for the benefit of not only the Council and the community it serves, but also the individual's personal development.

## **TRAINING AIMS**

The Council's training aims are:

1. To improve the understanding of members in their role as a local councillor, the powers available to the Council and how best to utilise the resources available to the Council for the benefit of the residents it serves.
2. To provide the necessary training to its staff to ensure that they can undertake their respective roles competently and confidently.

The Parish Council will identify training needs in the respect of the objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, formal and informal discussions as well as other methods as appropriate.

The Parish Council will encourage its employees and Councillors to attend training and conferences and will pay expenses arising from such training.

The Parish Council will ensure that all its new Councillors are offered adequate training at the earliest opportunity in their term of office and that courses run by the Bucks and Milton Keynes Association of Local Councils (BALC) are brought to the attention of Councillors.

The Parish Council will maintain a library of publications or books offering advice concerning all aspects of local government. All staff will be encouraged to read the following regular publications:

1. Clerks and Councils Direct
2. The Clerk

The Parish Council is committed to being a member of BALC and its Clerk being a member of the Society of Local Council Clerks (SLCC) recognising that these are providers of training for members and officers.

## Stoke Mandeville Parish Council – training policy

The Parish Council will ensure that provision is made in the budget for training for both employees and Councillors and membership fees for BALC and SLCC.

The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

### Supporting Materials

This policy should be read in conjunction with the following supporting materials:

- TBA

### Review and approval

Sign off		
Finance & Governance C'tee	13/10/20	
Full Parish Council	20/10/20	
Next review date		
This policy should be reviewed every three years or when significant change occurs to the subject matter.		
The next review date for this policy is <b>1 October 2023</b> .		

### Version Control / History

Version no.	Author	Date	Status/Comments
0.1	GWS	03.10.2020	Policy put into new template with minor amendments
1.0	GWS	20.10.2020	Signed off version