

# MULBARTON PARISH COUNCIL

## Training Policy

Mulbarton Parish Council (“The Council”) is committed to training its staff and members. As a voluntary organisation, the Council values the time given by its members to their community and this policy is aimed at maximising the rewards from that time, by ensuring that its members understand and enjoy the role they undertake in their community. It recognises that well trained and informed officers promote and demonstrate good practise, and increase and encourage activities for community work.

The Council will identify training needs in the light of its overall objectives and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and formal and informal discussions.

The Council will encourage its staff and members to attend training meetings and will pay reasonable approved expenses arising from such training.

The training offered will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Institute of the Society of Local Council Clerks.

The Council will ensure that new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.

The Council will evaluate and measure the impact and effectiveness of all training.

The Council will network with other councils as an effective means for information gathering, and where possible to link with training events held by other councils.

Contracts of employment and job descriptions given to staff members will include details of the Council’s commitment to training. Staff are encouraged to maintain membership of the Society of Local Council Clerks, and to identify on-going training provided by them.

The Council will maintain membership of the Norfolk Association of Parish and Town Councils recognising it as a lead provider in relevant training for councillors and staff.

The Council's clerk will be encouraged to be a member of the Society of Local Council Clerks and access its training for their role. The Council may encourage the Clerk’s membership of the Institute of Local Council membership and to undertake the CPD required to maintain membership of the Institute.

The Council will ensure that training, both for the Clerk and Councillors, is adequately covered as an item in the annual budget.