

Iwerne Minster Parish Council

Training and Development Policy for Staff and Councillors

(Adopted by resolutions July 2019)

The Policy has been put in place to enable the Council to operate and maintain a high level of performance.

The Council has a duty to provide Councillors and employees access to the necessary training and development opportunities required. The staff and Councillors development of skills and abilities will result in delivering a high quality of services, managing efficiently those services, and compliance with Standing orders.

COMMITMENT:

- To develop employees and members to achieve the objectives of the Council.
- To regularly evaluate the investment in training and training budgets.
- To regularly review the needs of, and to plan training and development for employees and members.

TRAINING NEEDS:

Employees:

- New employees will receive a folder with details of job description, contract and Council's policies, including the Council's commitment to training.
- For current or new Clerks to hold or train towards a CILCA or equivalent qualification.
- The Clerk to be a member of the Society of Local Council Clerks (SLCC) and Dorset Association of Parish and Town Councils.
- Staff training will be identified through the Annual Appraisal system.
- Additional training may be required due to changes in policies.

Council Members:

- New Councillor Guide pack will be provided for all new members, which will include the Council's policies and procedures and the good Councillor guide.
- Available training courses will be tabled by the Clerk, which will be circulated to all members.
- New members are encouraged to attend the DAPTC training for new Councillors.
- All Councillors are encouraged to attend training arranged by DAPTC that is relevant to their Council or officer's role.

TRAINING RESOURCES:

- The Parish Council has an annual budget set for Councillors and Clerk training needs.
- All members of the Council and employees attending training courses may claim travel expenses.
- The Parish Council has an annual budget set for membership subscriptions to DAPTC/NALC.
- The Parish Council hold a copy of Arnold Baker Seventh edition for reference and use by the whole Parish Council.

The Council would like to acknowledge the time given by the members to their community and can maximise the benefits from that contribution by providing training to strengthen their community role.