



# PUCKLECHURCH PARISH COUNCIL

## Training and Development Policy for New Staff and Councillors

Pucklechurch Parish Council is committed to training its staff and members and recognises that well trained and informed staff promote good practice in its organisation. The Council also 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 part they undertake in their community and are able to discharge their role effectively.

### **STAFF TRAINING:**

The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

Each member of staff has a staff appraisal once a year. During this appraisal training needs are discussed. Any weaknesses in staff training are identified and thereafter addressed.

The Clerk will be expected to hold (or be working towards) The Certificate in Local Council Administration (CiLCA) and to acquire additional certificates as appropriate to the scope of their role as Clerk.

The Council has set aside a specific budget for staff training.

### **COUNCILLOR TRAINING:**

As the policies of the Parish Council are set by Council as a corporate body, it is essential that all Councillors are afforded appropriate training. Accordingly, the training budget is also to be used for Councillors training.

All Councillors are offered the opportunity to attend any relevant training courses offered by the various service providers, although this is not mandatory. All new councillors will be strongly encouraged to attend training.

The Council recognises that because of its size, most formal training will be provided by outside bodies. Therefore, close links have been established with various training providers including South Gloucestershire Council, Avon Local Councils Association (ALCA) and the Society of Local Council Clerks (SLCC).

The Finance Working Group should approve any requests for training to ensure the most effective use of parish funds.

Review History	Date
Adopted by the Parish Council	21 <sup>st</sup> September 2016, agenda item 9e
Date of next review	7 <sup>th</sup> March 2018, agenda item 9f
Reviewed	18 <sup>th</sup> April 2018, agenda item 10b