

COLTISHALL PARISH COUNCIL TRAINING POLICY

Document Control

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Signed: Richard Germany (Chairman) Rebecca Furr (Clerk)

Next Review date: July 2025

Coltishall Parish Council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services to the community. It seeks to create a culture of continuous development. Coltishall Parish Council values the time freely given by its councillors and aims to maximise the rewards by ensuring that all members of the parish council understand and enjoy their roles within the community they serve.

The Council will:

1. Ensure that training for both staff and councillors has adequate provision in the training budget.
2. Identify training needs in light of the Council's objectives and requirements of the individual. For staff, the appraisal is an opportunity to discuss training needs although requests for training can be considered at other times of the year when opportunities arise.
3. Encourage staff and councillors to attend relevant training sessions and pay reasonable expenses arising from such training.
4. Maintain a record of all training undertaken by staff and councillors.
5. Network with other councils wherever possible, which encourage the clerk to network with clerks from other town and parish councils.
6. Provide compulsory induction training for all new staff and councillors.
7. The contract of employment given to the clerk will contain a job description and person specification. The Council will support the clerk to achieve qualifications as recommended by the Institute of the Society of Local Clerks.
8. The council will endeavour to work with other councils, to share information and launch joint community initiatives to maximise its effectiveness in the community.

9. The Council is committed to membership of the Norfolk Association of Local Councils and/or Norfolk Parish Training and Support and/or an equivalent organisation as a valuable source of training, information and support.
10. Staff and councillors are required to provide an update to the council following attendance at a training course or conference to report how useful the learning was and key aspects learned.