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# Council Policy

## Training and Development

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Tollerton Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

### Policy

1. The Parish Council will identify training needs in the light of the overall 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.
2. The Parish Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
3. The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget
4. Should staff require or request additional specialist training the Council may require the staff member to sign an agreement to pay back part or all of the training costs should they voluntarily leave the Council's employment within a year of completing the training.
5. The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development advised by the Institute of the Society of Local Council Clerks or Association of Local Councils.
6. The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to the role of councillors and the code of conduct.
  - New councillors will be provided with a copy of the good councillor guide and other information as set out in the standing orders.
7. The Council recognise that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and HALC and attend conferences whenever possible.
8. The Parish Council will evaluate and measure the impact and effectiveness of all training.
9. The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.