



Training and Development Policy

Introduction

Moretonhampstead Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel development.

Training

According to the Chartered Institute of Personnel and Development (2007), training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation".

Moretonhampstead Parish Council recognises that its most important resource is its Councillors and the Clerk and is committed to ensuring both Councillors and the Clerk enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their roles as local Councillors, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its Clerk to ensure that they are able to undertake their role.
3. To ensure an acceptable level of succession planning in order to:
 - A. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
 - B. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)



Staff Training

All new Staff to take Induction Training	As and when required
Clerk to undertake an annual appraisal to develop training needs	Annually
Clerk encouraged to undertake the following, for which the Council will provide financial support: 1. Introduction to Local Council Administration 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies	On going
Clerk encouraged to read regular publications and update from internet Websites: SLCC The Clerk NALC Local Council Review	Monthly
Clerk encouraged to attend training relevant to their position	On-going

Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Clerk	Annually
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Councillors' Training

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections.	Every 4 years
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All Councillors are encouraged to undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. (Standing Order No 7b)	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
All Councillors are encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance and Governance & Accountability	On Election to Office
Consideration given to the Chairman attending the Chairman course run by DALC.	On Election to Office

Date of last review: August 2022

Date of next review: May 2023