

**MELBOURN PARISH COUNCIL
Training and Development Policy**

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's strategic plan as efficiently as possible and be committed to ongoing training and development for both staff and members.

1. Staff Training

- 1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.
- 1.2 Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training and development needs are discussed. A development plan is then created and outlines what training and development staff will undertake during the period covered by the plan. The development plan is linked to the council's strategic plans, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in those plans.
- 1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Parish Clerk of any areas of work in which they feel they require training. Maintenance Staff will be given a schedule listing all Parish Equipment / maintenance and ask to sign if they have been sufficiently trained or confirm that they are already proficient in that area or on a certain piece of equipment. These forms will be kept on their personnel file.
- 1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.
- 1.5 The Council has set aside a specific budget for staff training.
- 1.6 The Clerk should be a qualified clerk with either the Cilca Qualification, or University of Gloucestershire qualification or working towards these qualifications.
- 1.7 The Council will continue to support the Clerk as a member of the Society of Local Clerks

2. Councillor's Training

- 2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. The training budget is also to be used for Councillors training.
- 2.2 All Councillors are offered the opportunity to attend all relevant training courses by the various service providers which is created into a development plan. This will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend. The development plan is linked to the council's strategic plans, with the aim of ensuring the councillors have the necessary skills and knowledge to deliver the objectives set out in those plans.
- 2.3 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, Society of Local Council Clerks (SLCC) (The society provides legal, financial and other advice and guidance from clerks network), and National Association of Local Councils (NALC) (provides advice for local councils in membership of the local county association and NALC on legal matters, policy training and development).
- 2.4 If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.
- 2.5 New councillors must undertake to complete basic training within 6 months of being elected/co-opted.

3. Training Course Feedback

- 3.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.
- 3.2 Staff and Members are also required to report on the training course attended, this can either be verbally or hardcopy and advise if there was anything learned that the Parish Council can use and implement in the future.
- 3.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money. This document has been produced as a training strategy for the Council and will be reviewed annually at the Full Parish Council Meeting.

I acknowledge receipt of a copy of Melbourn Parish Council's Training and Development Procedure.

CLlr Julie Norman: Julie Norman _____ Date: 14/11/16 _____
Chair

Responsible Officer	Parish Clerk	Date effective from November 2015	Review date :
Author	Parish clerk	Date last amended November 2016	Review Date: May 2017