

WINSTON PARISH COUNCIL

TRAINING POLICY FOR COUNCILLORS AND CLERK:

Winston Parish Council recognises that in order to perform to the highest possible standard it is essential that Councillors and the Parish Clerk have the most up-to-date understanding of the sector and as well as the necessary skills to be able to perform their respective roles. To achieve this Winston Parish Council has made a commitment to invest in the on-going training and development of Councillors and the Parish Clerk. This Policy details how such training and development needs will be identified, met and then put into action. The purpose of this policy is to ensure Winston Parish Council adopts a culture of continuous development amongst its Councillors and Parish Clerk and to support this the Council has made the following commitments:

- To identify financial resources to procure training as required;
- To ensure training opportunities and resources are provided to all in an equitable and fair way and related to identified needs;

Similarly it is the responsibility of each Councillor and Parish Clerk apply positive attitudes and action in their development in order to play their part in the Parish Council's future achievements.

Identifying Training Needs:

All Councillors have an individual responsibility to highlight to either the Chair or the Clerk whenever they feel they have a training need. From this point the Clerk will then be instructed to determine the best way to fill this need.

The Chair and Clerk will meet annually to determine the Clerk's training needs for the year ahead. The Clerk will make the Chair aware when a training need emerges during the year. Again, the Clerk would then determine the best way to fill this need.

Version:	Adopted:	Review & Re-adoption Date:	Officer Responsible:
3.0.	11 th May 2017	10 th May 2018	Jane Ayre, Parish Clerk

Meeting Training Needs:

When a training need has been identified, either by the Parish Clerk or by an individual Councillor or the Council collectively, the Parish Clerk will have responsibility identifying options for meeting those training needs along with appropriate costings which will be presented to Council for decision. Training could be in the form of in-house training, seminar attendance, conference attendance etc.

Training records for all Councillors and the Parish Clerk are maintained and held by the Parish Clerk, available for public inspection at any time upon request in accordance with the Council's Publication Scheme.

Putting Training Into Practice:

The purpose of receiving any training is to put the knowledge gained into practice for the benefit of the Parish of Winston.

Where an individual Councillor or the Parish Clerk attends training they will be required to give a feedback report at the next Parish Council meeting in order to update other Councillors and share their experiences. The purpose of this is to share skills, knowledge and information.

To ensure the Council achieves value for money and that training is appropriate the effectiveness of all training attended will be monitored by careful consideration by the Council to determine if such training has met the need and, if necessary, feedback will be given to the training provider.

Training Requirements For New Councillors and/or New Parish Clerk:

Induction training will be provided for all newly elected Councillors and any newly appointed Parish Clerk. Induction training will be tailored to meet the specific needs of the individual concerned to ensure they are in the best possible position to serve the Parish of Winston.

This Policy is reviewed on an annual basis by the Parish Council.

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3.0.	11 th May 2017	10 th May 2018	Jane Ayre, Parish Clerk