

STONELEIGH AND ASHOW JOINT PARISH COUNCIL

POLICY STATEMENT – Training Policy

The training policy refers to all members and employees.

The Parish Council will provide induction training for new members and staff and ensure that appropriate training is available to enable individuals to achieve effective performance in their roles.

The Parish Council will also provide information, instruction and training to ensure the health and safety of all members.

All training will be planned, programmed and recorded. A budget for training will be included in the overall annual budget.

Identification of training needs:

Councillors – Often councillors will identify training needs themselves. The Clerk and the Chairman should also advise on the training available to councillors. Any courses should be brought to the attention of full council. Councillors should understand that training is an ongoing process and should be undertaken on a regular basis so that councillors can better understand the law, finances, and general running of a good practice Parish council.

Clerk/RFO:

Once appointed the training needs for the Clerk will depend on previous qualifications and experience/training courses already attended. Training must continue even for experienced qualified Clerks to keep them up to date. The Chairman and staffing committee will often with the help of the Clerk be able to advise on areas that need to be focused on.

Resources for training:

Annually the council will discuss and allocate a set budget for training and development for all staff. The council will allocate a set budget for the subscriptions of the SLCC for the Clerk and WALC for the council along with any other bodies the council feel will aid this development.

Evaluation of training:

The council as a whole will evaluate the relevance and content of training courses. Guidance from the Clerk may be necessary. Training will be reviewed with any change to legislation and or new software/systems that staff may need training for.

Records of training should be kept by the Clerk.

This policy was adopted by the Stoneleigh and Ashow Parish Council on 9th February 2023.

It will be reviewed on an annual basis.