



Policy Author & Job Title: Michael Tew  
Parish Clerk & Responsible Finance Officer  
Approved by members on: 15th May 2018  
Due for Review: January 2019  
Approved by Parish Council on 15th May 2018

## **Wistow Parish Council Training and Development Policy**

### **1. The Parish Council's Commitment to Training and Development**

Wistow Parish Council will aspire to become a quality council. In order to achieve this, the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives, to provide the highest quality representation and services for the residents of the village.

To keep the council abreast of the current legislation, an annual training budget will be allocated to enable members and employees to attend any relevant training throughout the year.

#### **Training Objectives**

- Enhance the performance of the council
- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront ongoing challenges
- Encourage innovation
- Raise the standards of the Parish Council

### **2. Identification of Training Needs**

- Training requirements for councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Council.
- The Council will formally review this policy and the training needs of councillors and the Clerk at the Annual Meeting of the Parish Council.
- Training needs for the Clerk will be identified through the process including, formal and informal discussions and the annual clerk's appraisal.
- The Clerk is expected to keep up-to-date with legislation and highlight to the Council any training that may be required.

### **3. Training Resources**

- Funding will be made available in the budget each year as required to enable reasonable training and development. The amount will be reviewed at the meeting when the Council sets its budget.
- The Council will consider an allocation in the budget for the payment of a subscription to Nalc and Capalc to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- To be cost effective the Parish council is committed to working in partnership with other councils as it sees this as an effective means of networking, and where possible to link in with training events held by other councils.

### **4. Evaluation**

- Training will be reviewed if changes to legislation are identified relevant to the Council, or highlighted or on request from Councillors or the Clerk.
- All training undertaken will be evaluated by the Council to gauge its relevance and impact on the council's aims and objectives.
- Any Councillor or member of staff attending training will provide feedback to the Council on their return, highlighting any relevant material to Councillors with regards to the working of the Parish Council.
- The Clerk will maintain a record of training that the councillors or the clerk attend.

### **5. Measuring the impact of trained staff and members**

The impact of training will be measured through the council's service delivery. A well trained Council will see the benefits through its successes such as:

- Well chaired council meetings
- Professional responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- The professional conduct of staff and Members