

Anston Parish Council

Training and Development Policy

Purpose

Anston Parish Council is committed to training its staff and elected members and recognises that well trained and informed staff promote good practice in its organisation. The Council also values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in their community and can discharge that role effectively.

Staff Training

The Clerk, Responsible Financial Officer (RFO) and other members of staff of the Council are central to the successful delivery of services by the Council and for ensuring the good governance of the authority. The Council is therefore committed to supporting the professional development of both the Clerk, RFO and other members of staff so that they are fully trained to carry out their duties as efficiently and effectively as possible. All members of staff have an annual appraisal, and the appraisal process is an opportunity to identify any training needs and support required. The Council has a training budget to cover the costs of relevant training required by the Clerk and other members of staff.

Training of Councillors

The Parish Council is a local authority which takes decisions on behalf of residents and spends the parish precept raised from them. In doing so it has to act within its legal powers. It is therefore essential that all members of the Council understand the roles and responsibilities of the Council, of them as individual councillors and of the Clerk & RFO.

The Parish Council is therefore committed to offering all members of the Council training on the role and responsibilities of being a councillor and how local councils operate. This will typically be delivered by trainers from the Yorkshire Local Councils Associations and the Council has a training budget to cover the cost of such training. Councillors will also be supported to attend more specialist courses where it is relevant to any specific roles they have taken on (e.g. chairmanship training for the chairman).

Councillors can bring proposals for training to any meeting of the Council with the budget setting process and the review of the Training & Development Policy (see below) also providing opportunities for training needs to be identified.

Training Course Feedback

To evaluate the value and effectiveness of training undertaken by the Clerk & RFO and members of the Council, Anston Parish Council requires those who have undertaken training to produce a report on the training course they have attended.

The report should set out what has been learnt from the training and how that learning can benefit the Council.

Reviews

Anston Parish Council will review the Training and Development Policy on annual basis.

Adopted – 15th February 2021