

BILBROOK PARISH COUNCIL

Training Policy

Bilbrook Parish Council is committed to training its staff and Councillors to the highest standards. To support this, funding is allocated to a training budget each year. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities. The Council values the time given by its Councillors to the Bilbrook community. This policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

- The Parish Council will identify training needs consistent with the objectives of the Council and the requirements of the individual. This will be done using staff appraisals, questionnaires, interviews, formal and informal discussions as well as other methods as appropriate.
- The Parish Council will encourage its employees and all of its Councillors to attend training meetings and will pay expenses arising from such training.
- The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Society of Local Council Clerks. (SLCC)
- Staff and Councillors are all entitled to Equality of opportunity in all aspects of their development and induction on joining Bilbrook Parish Council. The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. All new councillors when joining will receive an information pack which will include as a minimum:
 - The Good Councillors Guide
 - Members list
 - Meetings timetable
 - Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Copy of policies
 - They are also expected to attend a training course run by SPCA (Staffordshire Parish Council Association on basic induction of roles and responsibilities.
- The Parish Council will evaluate and measure the impact and effectiveness of all training.
- The Parish Council will maintain a library of current publications on books offering advice concerning all aspects of local government.
- The Parish Council is committed to networking with other councils and will where possible link in with training events of other councils.
- Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.

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- The Parish Council is committed to its Clerk being a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.
- The Parish Council will ensure that training for both employees and Councillors, membership fees for the Staffordshire Parish Council Association and Society of Local Council Clerks are included in the annual budget.
- The Parish Clerk will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.