

## Version Control

Review Date	Version no	Amendment
16/11/2017	1	Policy adopted
16/06/2022	2	Types of courses offered amended

## Introduction

Weston Turville Parish Council is committed to provide training for both members and staff to enable them to undertake their respective roles for the benefit of not only the Council and the community it serves, but also the individual's personal development.

## Training Aims

The Council's training aims are:

1. To improve the understanding of members in their role as a local councillor, the powers available to the Council and how best to utilise the resources available to the Council for the benefit of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles competently and confidently.

The Parish Council will identify training needs in the respect of the objectives of the Council and the requirements of the individual. This will be done by means of formal and informal discussions as well as other methods as appropriate, including staff appraisals for members of staff.

The Parish Council will encourage its employees and Councillors to attend training and conferences and will pay expenses arising from such training.

The Parish Council will ensure that all of its new Councillors are offered adequate training at the earliest opportunity in their term of office and that courses run by BALC are brought to the attention of Councillors.

All new councillors will be invited to attend the Councillor Training Course offered by BALC.

Any new chairs to Council or Committee will be offered Chairman training course provided by BALC.

Any committee chairs will be invited to attend appropriate courses – eg Finance or Planning.

The Parish Council will maintain a library of publications or books offering advice concerning all aspects of local government. All staff will be encouraged to read the following regular publications:

1. Clerk and Councils Direct
2. The Clerk

The Parish Council is committed to being a member of the Bucks and Milton Keynes Association of Local Councils and its Clerk being a member of the Society of Local Council Clerks (SLCC) recognising that these are providers of training for members and officers.

The Parish Council will ensure that provision is made in the budget for training for both employees and Councillors and membership fees for BALC and the SLCC.

The Parish Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.