**WORTHEN WITH SHELVE PARISH COUNCIL**

**TRAINING AND DEVELOPMENT POLICY**

Worthen with Shelve Parish Council believes that providing the necessary training and development opportunities for staff, volunteers and councillors will ensure the Council can effectively fulfil its duties and responsibilities. This will ensure that the community they serve benefits from a high level of service.

Training and development of our staff and members will enable them to carry out their roles legally, effectively and professionally.

**TRAINING PROVISION**

Training courses provided by NALC and suitably qualified personnel
Distance learning
Briefings (both in-house and external) and seminars
Conferences such as NALC (regional and national) and SLCC

REQUIREMENT FOR TRAINING

New Members and office holders

Volunteers
Changes in legislation and other circumstances
New working methods or equipment
Health and safety reasons/legislation

**STAFF**

 **Staff Induction**

 A tour around the Parish.

 Council Induction pack and briefing session

 Training in the skills and knowledge for the job

 **Ongoing Performance Training**

 Undertake training to maintain Professional Development.

 Attend all relevant training days whenever possible
 Acquire Cilca qualification (if not already obtained)
 Be aware of new legislation

 **Annual Performance Review**

 Attend an annual performance review to consider additional training for personal

 Development and support the councils goals.

**COUNCILLORS**

 **Councillor Induction**

 A tour around the Parish

 Councillor Welcome and Induction Pack

 Councillor Buddy System

 **Ongoing Training Requirements**

 On becoming a member of any Committee - Appropriate briefing on the Terms of Reference, and detailed knowledge required to be effective

 The Clerk/Chair will discuss training requirements for Members on an annual basis as part of the Budget setting process
 The Clerk and Chair will take responsibility for co-ordinating training needs. Training Plans, where necessary, will be completed and monitored.

**VOLUNTEERS**

 **Training Requirements**

 On becoming a volunteer with the council appropriate briefing on the Terms of Volunteering.

 The Clerk/Chair will discuss training requirements for Volunteers on an annual basis as part of the Budget setting process
 The Clerk and Chair will take responsibility for co-ordinating training needs.

 Training Plans, where necessary, will be completed and monitored.

**BUDGET**

An allocation is made in the Budget for training and development each year.

The Council subscribes to Shropshire ALC and receives regular up-dates on relevant matters and to have access to the courses and training materials that are available.

**REPORTS TO COUNCIL**

Members and Officers who attend training are expected to report back to the Council
The report should include an assessment of the relevance and effectiveness for future reference.

**Policy Created by the Clerk December 2021**

**Policy adopted July 2023**

**Next review date July 2025**