

# UPTON BISHOP PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

Upton Bishop Parish Council is committed to training its employees, members and volunteers. It recognises that well trained and informed officers promote good practice in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation, the Parish Council 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 are properly equipped for it.

The responsibility for growth and development is shared between employees, volunteers and the Parish Council. The council will support employees and volunteers to develop the skills and experience needed for their roles and work with them to develop their abilities.

The Parish Council will seek to create a culture of continuous development and in order to achieve this it will:

- Encourage its officers to attend training meetings and pay expenses arising from such training. The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of Society of Local Council Clerks.
- Encourage its members to attend training meetings and pay expenses arising from such training.
- Provide adequate training budgets to achieve its objectives.
- Ensure that all new members will receive adequate training at the earliest opportunity in their term of office. They will also receive an information pack (which may be sent electronically) containing copies of the following documents:
  - The Code of Conduct for Parish Councillors
  - The current Standing Orders and Financial Regulations
  - A copy of all current policies and procedures
  - A timetable of all scheduled council meetings for the year
  - Staff contact details
  - Councillors contact details
  - Upton Bishop Neighbourhood Plan
- Maintain a library of current publications/books offering advice concerning all aspects of local government.

- The Clerk is encouraged to maintain membership of the Society of Local Council Clerks (SLCC) as it recognises that it is a lead provider in the training of officers; and to achieve the required CPD points to maintain membership. The Parish Council will financially support any training provided by the SLCC.
- Maintain membership of the Herefordshire Association of Local Councils (HALC) as it recognises that it is a lead provider of training for Councillors and Officers. The Parish Council will financially support any training provided by HALC.
- Maintain an appraisal system for employees to address any training and development needs and to set annual targets.
- Maintain a record of training, whether in-house or outsourced, in support of the Local Council Award Scheme.

Adopted at a full council meeting on: 3<sup>rd</sup> September 2024

To be reviewed: September 2027