

# STOWEY SUTTON PARISH COUNCIL

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## Training & Development Policy

### For Staff, Councillors and Volunteers

This Training & Development Policy was adopted by the Council at its Meeting held on 2<sup>nd</sup> September 2020.

This policy will be reviewed in line with the schedule below or in the event of a change in legislation.

### Review

Date	Changes
2 <sup>nd</sup> September 2020	Created, approved, and adopted by the Parish Council
1 <sup>st</sup> May 2022	Review date

### General Statement of Policy for Stowey Sutton Parish Council

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Stowey Sutton Parish Council is committed to training its staff, members and volunteers 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 part they undertake in their community and are able to discharge their role effectively.

#### STAFF TRAINING:

The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

Each member of staff has quarterly and annual staff appraisals. During these appraisals training needs are discussed. Any weaknesses in staff training are identified and thereafter addressed.

The Clerk will be expected to hold (or be working towards) The Certificate in Local Council Administration (CiLCA) and to acquire additional certificates as appropriate to the scope of their role as Clerk. Continuing Professional Development (CPD) is also encouraged.

The Council has set aside a specific budget for staff training.

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## **COUNCILLOR TRAINING:**

The Parish Council as a corporate body sets the policies and all Councillors are afforded appropriate training to ensure the Council can discharge its responsibilities effectively. Accordingly, the training budget is also to be used for Councillors training.

All Councillors are offered the opportunity to attend any relevant training courses offered by the various service providers, although this is not mandatory. All new councillors will be strongly encouraged to attend training.

## **VOLUNTEER TRAINING:**

The Council understands that volunteers are fundamental to some of its service delivery and development. Accordingly, it is essential that training is available to them to carry out their duties when delivering services on behalf of the council as efficiently and effectively as possible.

The Council has set aside a specific budget for volunteer training.

## **TRAINING PROVIDERS:**

The Council recognises that because of its size, most formal training will be provided by outside organisations. Therefore, close links have been established with various training providers including Bath & North East Somerset Council (B&NES), Avon Local Councils Association (ALCA) and the Society of Local Council Clerks (SLCC).

The Finance Working Party should approve any requests for training to ensure the most effective use of parish funds.