

## **Earsham Parish Council**

### **Policy for training and professional development**

- The aim of this policy is to provide Council's staff, members and volunteers with opportunities to acquire the necessary knowledge, skills and attitudes necessary for the roles within the resources available.
- Council recognises that well trained and informed members, officers and volunteers promote good practice in its organisation and increase and encourage community activities.
- The Parish Council will identify training and professional development needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of appraisals, questionnaires, interviews and formal and informal discussions.
- The Council encourages its officers, members and volunteers to attend appropriate local courses and meetings and will pay travelling expenses at the current rate and the cost of the agreed course/meeting.
- Prospective councillors will be advised that attendance at the earliest opportunity at approved local training is desirable upon the acceptance of office.
- Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- The Council will evaluate the effectiveness of training, including by means of a short written or oral report from the participant. Costs relating to training materials provided on a course will be at the discretion of the Council.
- The Council will facilitate access to current publications offering advice concerning aspects of local government.
- Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.
- Officers are encouraged to maintain membership of the Society of Local Council Clerks.
- The Council will ensure that training for officers, members and volunteers is adequately covered in its annual budget.

Signed:

Keith Reeve (Chairman)

Date: 30<sup>th</sup> November 2016