

Lympsham Parish Council

Training & Development Policy.

Lympsham Parish Council is committed to ensuring that its employee and councillors are trained to a high standard to enable the council provide a high standard of service to the residents of the village. The council recognises that well trained and informed staff and councillors are better equipped to portray the work of the council as professional, and efficient.

Objectives:

- The council will seek to ensure the clerk undertakes Continuous Professional Development (CPD) in order to further her knowledge and work towards the CiLCA qualification.
- The council will provide a budget to fund training requirements.
- The council will encourage councillors and staff to undertake training, and will allocate training in a fair manner.
- The council will ensure that the clerk receives an annual appraisal, and any weakness in training identified will be addressed.

For New Councillors:

The clerk will provide new councillors with a welcome pack which will contain:

- Contact details of all councillors and clerk.
- Code of Conduct.
- NALC "The Good Councillor Guide. "
- Standing Orders.
- Financial Regulations.
- Meetings Calendar.
- Details of the next available "New Councillors" training course with SALC.

For existing councillors:

- General training will be offered as it arises, and the clerk will advise members as courses come up.
- Specialist training will be identified and offered such as Chairmanship and Planning.
- Other needs which arise from meetings will be addressed and appropriate training offered.
- Long-term councillors will be encouraged to undertake refresher courses to ensure they keep up to date with changing legislation.

Financial Assistance:

All training will be assessed by full council and if deemed appropriate to the individual's role, a budget will be made available to fund the training and reasonable associated costs, such as text books and fuel expenses.

Professional Bodies:

The council has an annual subscription to Somerset Association of Local Councils and is supported by them.

The council has an annual subscription to Society of Local Council Clerks who support the clerk.

Both professional bodies offer training and advice to the council and clerk.

Adopted 20/07/2020 Min No. 54/20

This policy will be reviewed in July 2021