Woodbury Parish Council

Training and Development Policy

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the corporate plan as efficiently as possible.

1. STAFF TRAINING

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

1.2 Each member of staff is interviewed by way of a staff appraisal once a year and during this appraisal training needs are discussed.

1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Parish Clerk of any areas of work in which they feel they require training.

1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.

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

1.6 The Clerk should be a qualified clerk with either the CiLCA Qualification, or University of Gloucestershire qualification or working towards these qualifications.

1.7 The Council will continue to support the Clerk as a member of the Society of Local Clerks.

1.8 A record of training required and undertaken will be kept on record.

2 COUNCILLOR TRAINING

2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Councillors are afforded appropriate training. The training budget is also to be used for Councillors training.

2.2 All Councillors are offered the opportunity to attend all relevant training courses by the various service providers. Councillors will consider which courses would be appropriate for them to attend.

2.3 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various training providers including Devon Association of Local Councils, Society of Local Council Clerks, National Association of Local Councils and the East Devon District Council.

2.4 The Council is supported by the Devon Association of Local Councils.

2.5 If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.

2.6 A record of training undertaken will be kept on record.

3. VOLUNTEER TRAINING

3.1 Volunteers holding a post as footpath warden, tree warden and vehicle activation sign warden will have to complete any statutory training to fulfill their role, other optional training might be offered.

3.2 A record of training undertaken will be kept on record.

4. TRAINING COURSE FEEDBACK

4.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.

4.2 Staff and Members are also required to report on the training course attended, this can either be verbally or hardcopy and advise if there was anything learned that the Parish Council can use and implement in the future. Training attended will be recorded.

4.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

This document has been produced as a training strategy for the Council and will be reviewed annually at the Staffing, Finance and Policy Committee of the Council.

Adopted: 13th November 2023