

## **Buckland Parish Council Training and Development Policy**

### **Commitment to Training**

Buckland Parish Council (“Council”) is committed to the ongoing training and development of its Councillors and staff to enable Council to properly administer its role and responsibilities for the benefit of the community of Buckland.

Councillors and staff are entitled to:

- (i) equal opportunities in all aspects of their development and training;
- (ii) an understanding of aims, objectives and workings of Council;
- (iii) an induction programme into their own role and understanding of the contribution expected from them.

### **Identification of Training Needs**

A training need may be:

- (i) identified by a member of staff or Councillor;
- (ii) a legislative requirement or be prompted by legislative change;
- (iii) as a consequence of introducing new activities, new equipment, new services or changes to working practices;
- (iv) arranged in response to an accident, an error, a complaint or a recommendation from a professional advisor or body;
- (v) highlighted by a professional body.

Training, sponsored by Council, should be appropriate to the needs of Council and be relevant to the individual’s role. Each request will be considered on an individual basis.

### **Financial Resources for Training**

An annual provision will be made within Council’s budget for the training of Councillors and staff. For approved training events Council will finance the event fee and travel expenses. If relevant, Council will fund reference books, examination entry fees, associated membership fees and one payment to re-take a failed examination.

### **Training Providers**

Council is a member Council of the Surrey & Sussex Association of Local Councils and the Clerk is a member of the Society of Local Council Clerks. Training may be provided by the Surrey & Sussex Association of Local Councils, Society of Local Council Clerks, National Association of Local Councils, Mole Valley District Council, Surrey County Council or other external providers.

### **Evaluation of Training**

Records of all training undertaken by Councillors and staff will be kept by the Parish Clerk

Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting, in particular, the implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of Council.

**Adopted: 10<sup>th</sup> July 2017    Next review date: July 2019**

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