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Parish Clerk – Mark Knight

TRAINING POLICY

The Parish Council is committed to training its staff and members. It recognises that well trained and informed officers promote good practice in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation the Council 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 role they undertake in their community.

- The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and formal and informal discussions.
- The Parish Council will encourage its officers and all of its members to attend training meetings and pay expenses arising from such training.
- The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- The Parish Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006 and subsequent legislation.
- The Parish Council will evaluate and measure the impact and effectiveness of all training.
- The Parish Council will maintain a library of current publications on books offering advice concerning all aspects of local government.

- The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
- 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, which provides on going training for its officer members.
- The Parish Council has a commitment to membership of the Norfolk Association of Local Councils recognising that it is a lead provider in training for Councillors .
- The Parish Council has a commitment for its Clerk (and other officers at the discretion of the Council) to be a member of the Society of Local Council Clerks recognising that it is a lead provider nationally and locally in training for officers.
- The Parish Council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

Signed *Chairman*

Adopted by the Council at meeting held on **6 June 2017**

