

# Stowe by Chartley Parish Council

## Training & Development Policy

Stowe by Chartley Parish Council is an organisation in which learning is valued. Members and the Clerk will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Stowe by Chartley.

### Council Members and staff will have:

- Equality of opportunity in all aspects of their development,
- An induction programme into their own roles as well as to the workings of Stowe by Chartley Parish Council,
- An understanding of the direction and objectives of the Council,
- An understanding of the contribution that is expected of them.

### For the Clerk:

- Clear and measurable objectives for the performance of his/her work,
- An annual review of his/her performance, role and training needs,
- Payment of normal earnings, all prescribed fees and other relevant expenses arising in order to undertake relevant training,
- Training and certification in accordance with all legal and statutory requirements according to his/her role and the equipment under his/her control.

### For members:

- New Councillors will receive a Good Councillors' Guide and copies of all policy documents including Code of Conduct and Standing Orders and Financial Regulations.
- Other needs will be addressed through agenda items and ascertained from Members which courses would be appropriate for them to attend. If the whole Council requires training on a particular subject the Clerk will source the appropriate person to attend.

### Resources:

- Appropriate sums will be made available in each budgetary period to allow required training to take place.

Keeping the Council up to date:

The Council subscribes to the SPCA, Local Council Review, Community Council of Staffordshire and the CPRE and information from these is included in Members' agenda notes.

### Continuous Professional Development (CPD)

CPD activities are undertaken by the Clerk to help maintain and improve standards of performance in his/her work. CPD activities include studying for qualifications, attendance at conferences and on short courses and reading relevant publications. Clerks also learn from undertaking new activities and from contributing to the development of the sector. When council employees engage in CPD, they strengthen their knowledge and skills for the significant benefit of their councils and their communities.

All Clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. As a Fellow of the Institute of Local Council Managers the present Clerk (September 2017) is required to achieve at least 24 CPD points each year.

This strategy will be reviewed by the Council every 4 years.

September 2017