



## **SACRISTON PARISH COUNCIL STAFF AND COUNCILLOR TRAINING POLICY**

Sacriston Parish Council is committed to ensuring that staff and Councillors receive adequate training in order that they may fulfil their duties efficiently, effectively and safely.

In order to provide training for both staff and Councillors, sufficient funds for training will be allocated during the budgetary process. Training records will be kept for all staff and Councillors.

### **PROCESS - STAFF**

As part of the annual "Appraisal Scheme", training needs and a training schedule will be identified and discussed at the "Appraisal Interview" and will be included in the "Appraisal Action Plan".

The "Appraisal Action Plan" will be monitored at regular intervals, currently 6 monthly, to ensure that identified actions are progressing satisfactorily.

### **PROCESS - PARISH COUNCILLORS**

Details of training courses will be brought to the attention of parish councillors by the Clerk, either verbally, at meetings or circulated with agendas and minutes.

Training needs for Councillors will be usually identified by the Chair of the Council and the Clerk. Additionally, Councillors can identify areas of training that they themselves feel will be of benefit in the execution of their duties.

New Councillors will receive an information pack from the Clerk, containing all relevant policies, procedures and other relevant information appropriate to being an effective Councillor.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and CDALC and attend conferences and courses whenever possible.

## **EVALUATION OF TRAINING**

All training undertaken will be evaluated by the Council to assess its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing where appropriate.

## **STATEMENT OF INTENT FOR TRAINING**

Staff training needs identified in Staff Appraisals and Parish Councillors' training needs identified by themselves, the Chair and Clerk will be compiled in an annual "Statement of Intent for Training".

The Clerk will ascertain how best the training needs can be met in a time scale reflecting the budgetary training allocation.

The "Statement of Intent for Training" will be monitored at 6 monthly intervals.

**This policy was reviewed by the HR & Finance committee on the 1<sup>st</sup> November 2021 and ratified by full council on Wednesday the 3<sup>rd</sup> November 2021.**

Signed:

  
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**Chair of Sacriston Parish Council**

Signed:

  
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**Clerk to Sacriston Parish Council**