



Mattishall Parish Council Training Policy

Mattishall Parish Council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services to the community. It seeks to create a culture of continuous development. The Council will:

1. Ensure that training for both staff and councillors has adequate provision in the training budget.
2. Identify training needs in light of the Council's objectives and requirements of the individual. For staff, the appraisal is an opportunity to discuss training needs although requests for training can be considered at other times of the year when opportunities arise.
3. Encourage staff and councillors to attend relevant training sessions and pay reasonable expenses arising from such training.
4. Maintain a record of all training undertaken by staff and councillors.
5. Network with other councils wherever possible, which encouraging the clerk to network with clerks from other town and parish councils.
6. Ensure that all staff are provided with contracts of employment within the statutory timescale. Staff will also receive a job description which is reviewed at least annually at their appraisal.
7. Provide compulsory induction training for all new staff and councillors.
8. Support the Clerk to achieve the Certificate in Local Council Administration.

Staff and councillors are required to provide an update to the council following attendance at a training course or conference to report how useful the learning was and key aspects learned.

This policy was approved on 2 March 2020. It is due for review every 4 years (March 2024).