



# DISLEY PARISH COUNCIL

## Training and Development Policy

### Version Control

Version	Date	Reviewed by
Draft	22/09/2021	R Holland
Approved	14/10/2021	Council Meeting

### 1. COMMITMENT TO TRAINING

Disley Parish Council is committed to provide a level of training for its members, staff and volunteers to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also individual personal development. The Council is committed to providing sufficient resources for training provision.

### 2. TRAINING NEEDS

The Parish Council acknowledges that it is important to train its members, staff and volunteers in order to carry out its service provision to a professional and high-quality level. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit councillors and improve service delivery.

Training will include:

- Formal training courses
- Briefings and seminars
- Internal and external networking opportunities.
- Conferences such as those organised by SLCC, NALC and ChALC

### 3. IDENTIFYING TRAINING NEEDS

The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.

A new Chair of the Council will automatically be expected to undergo appropriate training in chairship.

New councillors will be expected to attend training on the Code of Conduct, the ChALC "Introduction for Councillors" course and will receive a Disley Parish Council Handbook.

The Clerk will inform councillors of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's processes.

Changes in legislation may also produce a need for appropriate training.

#### **4. RESOURCING TRAINING**

Training will be resourced by making sufficient funds available in the budget and precept-setting process to ensure that staff, councillors and volunteers are suitably qualified to carry out the functions and duties expected of the council.

There will also be sufficient funds set aside for appropriate technical literature and other information.

#### **5. MEASURING THE IMPACT OF TRAINING**

The impact of training will be measured through the council's service delivery. The council will see the benefits through its successes such as:

- Well chaired council meetings
- Professional and pertinent responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well informed staff and councillors
- The professional conduct of staff and councillors