

# MARTHAM PARISH COUNCIL

## TRAINING POLICY (Statement of Intent)

Martham Parish Council is committed to training its staff, volunteers and members. It recognises that well trained and informed personnel promote good practise 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.

- Martham Parish Council identifies training needs in the light of the overall objectives of the Council and the requirements of the individual. This is done by means of questionnaires, formal and informal discussions and staff appraisals.
- Martham Parish Council encourages its Clerk and all its members and volunteers to attend training meetings and pays expenses arising from such training.
- The training offered to staff is no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- Martham Parish Council will ensure that all 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. All new members will be provided with a 'Councillors Handbook' of key information.
- Martham Parish Council evaluates and measures the impact and effectiveness of all training.
- Martham Parish Council maintains a library of publications on books offering advice concerning wide aspects of local government.
- Martham Parish Council is committed to offering support to its local area Parish Councils and pays expenses for staff and members to attend the local Borough Council/Parish Liaison meetings.
- The Martham 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. Membership fees will be paid by the Council.
- Martham 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 and officers.
- Martham Parish Council has a commitment for its Clerk to be a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers. This commitment extends to the Clerk's membership of the Institute of Local Council membership and to the CPD required to maintain membership of the Institute.
- Martham Parish Council ensures that training for both officers and members is adequately covered as an item in the annual budget and that membership fees for the Association and the Society are included in the budget.