

# INSTOW PARISH COUNCIL



## **TRAINING POLICY** (Re-affirmed by IPC – 15 March 2018 )

### **INTRODUCTION**

1. Instow Parish Council is committed to ensuring that its members and officers receive training to meet their needs and that these needs are reviewed on a regular basis.
2. It understands that “training” is a “planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation”.
3. It further acknowledges that this Training Policy will apply to all aspects of the work of the Council including finance, legal powers, duties and planning.
4. Instow Parish Council perceives training as a means of maintaining effective working practices in all areas of its work.

### **TRAINING – MEMBERS (COUNCILLORS)**

1. The Clerk will maintain a list of training courses offered by the Devon Association of Local Councils, Devon County Council, North Devon Council and Barnstaple Town Council and other training opportunities, and will present an up-to-date list at each Council Meeting.
2. Councillors will state which courses they wish to attend to meet their training needs, and will also be encouraged to facilitate their own learning and personal development by use of the internet, for example through the NALC/SLCC and DALC websites.

### **TRAINING – OFFICERS**

The Clerk will monitor, on a regular basis, his own training and operational needs and in liaison with the Chairman of Council will arrange any appropriate training using primarily the services of the DALC.

### **MEASURING IMPACT OF TRAINING ATTENDED**

1. Most courses attended provide the attendee with a course critique sheet and this enables the training provider and student to evaluate learning assimilation.

2. Instow Parish Council requires each Councillor who attends a training course to provide an overview of the knowledge and skills learned.

### **ANNUAL TRAINING BUDGET**

Instow Parish Council will earmark a specific sum as part of its annual budget for training purposes (Members and Officers where applicable).

### **CONCLUSION**

This Training Policy will be reviewed annually.

**Signed: -**

**Chairman**

**Signed: -**

**Clerk**

**Date: -**