

INSTOW PARISH COUNCIL

TRAINING POLICY

Reviewed and approved by IPC – 20th February 2025

Introduction

1. Instow Parish Council (“the 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. The Council perceives training as means of maintaining effective working practices in all areas of its work.

Training - Councillors

1. Councillors will be encouraged to facilitate their own learning and personal development, such as that offered in person or online by the Devon Association of Local Councils (DALC) <https://devonalc.org.uk/> and/or the National Association of Local Councils (NALC) <https://www.nalc.gov.uk/>
2. The Clerk will maintain a register of training undertaken by Councillors

Training - Clerk

1. The Clerk will monitor their own training and operational needs and in liaison and written approval with the Chairman of Council arrange any appropriate training provided by the Devon Association of Local Councils (DALC) <https://devonalc.org.uk/> and/or the National Association of Local Councils (NALC) <https://www.nalc.gov.uk/>
2. Where training is approved The Council will be responsible for the costs associated with any training and development as agreed .

Annual Training Budget

Instow Parish Council may earmark a specific sum as part of its annual budget for training purposes for Councillors and the Clerk.

This Training Policy will be reviewed from time to time.

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