

## HORSTEAD WITH STANNINGHALL PARISH COUNCIL TRAINING POLICY

### Document Control

**Adopted by the Council On:** 13 November 2019

**Signed:** *C Jones* (Chairman) *S Hall* (Clerk)

**Next Review date:** November 2023

Horstead with Stanninghall Parish Council is committed to offering training to its clerk and councillors. It acknowledges that an informed and committed council provides the best service to the community, and encourages both councillors and parishioners to engage in community activities. Coltishall Parish Council values the time freely given by its councillors and aims to maximise the rewards by ensuring that all members of the parish council understand and enjoy their roles within the community they serve.

- Horstead with Stanninghall Parish Council will sponsor such training as will fulfil the objectives of the council and the needs of its members in order that they may perform their roles effectively and efficiently. This will be achieved by means of the annual clerk appraisal, perceived needs of councillors, and discussions with council members.
- Council members will be encouraged to attend training courses. All new Councillors will automatically be entered for Initial Training. The Council undertakes to pay such expenses as are incurred.
- The contract of employment given to the clerk will contain a job description and person specification. The Council will support the clerk to achieve qualifications as recommended by the Institute of the Society of Local Clerks.
- The Council will endeavour to work with other councils, to share information and launch joint community initiatives to maximise its effectiveness in the community.
- The Council is committed to membership of the Norfolk Association of Local Councils or an equivalent organisation as a valuable source of training, information and support.
- The Council will ensure that all training is properly covered as a separate entry in the annual budget, and that membership of the NALC or equivalent is included in the budget.