**HEWELSFIELD & BROCKWEIR PARISH COUNCIL**

**TRAINING & DEVELOPMENT POLICY FOR CLERK AND MEMBERS 2017-2019**

**STATEMENT OF INTENT**

**Commitment to training**

Hewelsfield & Brockweir Parish Council is committed to maintaining the standards expected from a Quality Council. It will identify and pay for appropriate training for the Clerk and Councillors to meet identified needs that benefit them and parishioners. The Council believes that it is important to train both Clerk and members in order to carry out its functions in an efficient and professional manner. Councillors and Clerk will be entitled to:

* Equality of opportunity in all aspects of their development
* An induction programme into their own roles as well as to the workings of Hewelsfield & Brockweir Parish Council.
* An understanding of the direction and objectives of the council
* An understanding of the contribution that is expected of them
* Training will include conferences, training courses, briefings and seminars.

**Identification of training needs Training needs for the Clerk will be identified by the Staffing Committee, as follows:**

* Through the completion of an annual appraisal
* Should new legislation or equipment be introduced during the year then appropriate training will be given.

**Training for Councillors will be identified as follows:**

A new Chairman will be expected to undertake appropriate training in chairmanship.

* New members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with a copy of “The Good Councillors Guide” and a copy of Standing Orders and all council policies. (These may be provided electronically according to preference).
* New members will be expected to undertake a training session for new Councillors carried out by GAPTC as soon as possible following Declaration of Acceptance.
* Some members will be expected to carry out training in Planning Procedures and Responses
* Other needs will be addressed through Agendas, meetings and ascertaining from Members which courses would be appropriate for them to attend.
* If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to provide the training.

**Resources:**

Appropriate sums will be made available in each financial year to allow required training to take place.

**Training Providers**

It is expected that the main training providers will be Gloucestershire Association of Parish & Town Councils, but other sources of training will be investigated as appropriate.

**Measuring the impact of training**

A well trained Clerk and Members will see the benefit of training through:

* Well chaired Council meetings
* Professional and appropriate responses to planning applications
* Policies and reports of a high nature
* Projects well managed
* Council finances well managed
* Professional conduct of both Clerk and members
* Gaining and maintaining the Power of Competence
* Gaining and maintaining the respect of parishioners

This policy will be reviewed annually by the Clerk and amended as appropriate with approval from the council.