

**MABE PARISH COUNCIL**  
**TRAINING & DEVELOPMENT POLICY**

**Statement**

Mabe Parish Council is an organisation committed to training and development. Parish Councillors and staff will be supported in undertaking the training and development required to maintain a high degree of service to Mabe Parish.

**Objectives**

1. To encourage Councillors and staff to partake in training and development through the multitude of opportunities either on line or in person.
2. To allocate training in a fair manner having due regard to the budget.
3. Ensure all training gives value for money.
4. The Council expects that the Clerk undertakes CPD<sup>1</sup>, in line with the requirements of the SLCC<sup>2</sup>.

**Benefits**

1. Improvement of service to the community.
2. Enables the organisation to achieve its aims and objectives.
3. Improves the skills of Councillors and employees.
4. Improves confidence in both Councillors and employees to discharge their duties.

**Entitlement**

1. Equality of entitlement for all Councillors and Staff.
2. An induction programme for all new Councillors and staff.
3. An understanding of the organisations aims and goals.

**Staff**

1. Annual appraisals of their performance, role and future training needs.
2. A personal development plan tailored to each individuals needs.
3. Training and certification as appropriate for the roles and responsibilities.

**For New Councillors**

1. General training in Parish Councils matters, roles and responsibilities.
2. Code of Conduct training.
3. Specialist training for sitting on committees (finance/planning/staffing).
4. Much of this training is delivered by CALC<sup>3</sup> on a rolling basis as required.

**Resources**

As with all things, all training and development must be within the budget allocated for the year unless extenuating circumstances exist whereby the Council may use funds from the General Reserve if the training need is crucial and time dependant.

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<sup>1</sup> Continuous Professional Development

<sup>2</sup> Society of Local Council Clerks

<sup>3</sup> Cornwall Association of Local Councils

### **Other Circumstances for Training Needs**

First Aid

Manual Handling

Fire Safety

Changes in legislation

Accidents

Introduction of new equipment

Requests from staff and Councillors

### **Keeping the Council up to Date**

Mabe Parish Council pays a fee to CALC who produce regular updates on changes and training opportunities. The Clerk also pays to be a member of the SLCC who produce updates and training opportunities on a regular basis.

### **Future Review**

This policy is to be reviewed on an annual basis in September of each year.