

Millbrook Parish Council Training policy

The Parish Council is committed to training its members and staff. It recognises that well trained and informed officers, members and staff promote good practise in its organisation. The Council values the time given by its members to their community and the commitment of its officers and staff.

Millbrook Parish Council will:-

1. identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of formal appraisal and informal discussions.
2. encourage its officers, staff and all of its members to attend training meetings and pay expenses arising from such training.
3. ensure that the training offered to its officers will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Institute of the Society of Local Council Clerks.
4. ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include any matters relating to Council duties and responsibilities. Code of Conduct training to be mandatory for all Councillors within the first 9 months of office.
5. evaluate, measure and record the impact and effectiveness of all training in a timely manner.
6. maintain a library of current publications on books offering advice concerning all aspects of local government.
7. be committed to offering support to its local area Parish Councils. It is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
8. ensure contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks, which provides ongoing training for its officer members.
10. The Parish Council has a commitment to membership of the Cornwall Association of Local Councils (CALC) recognising that it is a lead provider in training for councillors and officers.
11. show a commitment for its Clerk to be a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers. It will support the Clerk's membership of the Institute of Local Council Management if qualified to do so and to the CPD required to maintain membership of the Institute.
12. ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

Date	Minute	Notes
17/06/2025	33.5	Approved at full council meeting
21/05/2024	8j	Approved at full council meeting
18/10/2022	85b	Approved at full council meeting
19/10/2021	90b	Approved at full council meeting
17/08/2021		Reviewed during the staffing committee meeting
19/09/2017		Adopted at Full Council meeting
17/08/2021		Reviewed during the staffing committee meeting