**TRAINING POLICY**

Council is committed to training for its staff and members. Training promotes good practice in its organisation, increasing effectiveness, and allowing interaction with other organisations. Council values its members and staff, and seeks to make the best use of its resources in this area.

* Council will identify training needs in the light of overall objectives of Council and the requirements of the individual. This will be done by means of formal and informal discussions.
* Council will encourage its staff and members to attend training meetings, and pay expenses arising from such training.
* Council will encourage specific and general training, to deal with both issues arising and the wider understanding of the roles of staff and members.
* Council will seek to ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as well as Council procedure.
* Council will seek to evaluate and measure the impact and effectiveness of all training, including my maintaining an up to date record of all training received.
* Council will maintain a library of current publications and literature offering advice concerning all aspects of local government.
* Council will work with other local parishes etc. to obtain good quality training locally if possible.
* Council recognises that formal training is not the only way to gain knowledge and experience; it encourages members and staff to work with other authorities and organisations to spread, and garner, such knowledge and experience.
* Contracts of employment and job descriptions given to staff members should include details of the Council’s commitment to training. Staff are encouraged to maintain membership of relevant professional and other bodies.
* Council has a commitment to membership of the Norfolk Association of Local Councils or other similar body, recognising their roles as providers of training for members and staff.
* Council has a commitment to support its Clerk as a member of the Society of Local Council Clerks or other bodies, and will fund SLCC membership if undertaken.
* Council will ensure that sufficient funding for such training and membership is allocated when preparing budgets.

Adopted by Council on 6/12/2017 under minute ref 2017.12.06.12.c