



WEST MONKTON PARISH COUNCIL TRAINING AND CPD POLICY

Aim:

Training can strengthen commitment, motivate staff, cut waste and boost output.

Prompts for training:

Changes in legislation
New and revised qualifications for the Parish Clerk
Accidents/injury
Professional errors or omissions
Introduction of new equipment
New processes/working methods

Suitable people:

Salaried personnel should receive training applicable to their specific role.
Contractors and self employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at parish council expense.
Parish Councillors should receive training of a general nature plus training specific to particular role
e.g. Chairmanship

Identifying training needs:

Staff appraisals
Questionnaires
Interview/discussion
Request/Notification of local association training programme

Resourcing:

Provision is made in annual budget.
It is expected that most training for Clerk and Councillors will be provided by SALC/NALC/SLCC.
Training for other personnel will be provided by appropriate providers
Training opportunities are offered as they become available, and included in annual budget.

A record is kept of training received.

Document reviewed: 13th May 2025

Next review date May 2026