

MIDDLETON PARSIH COUNCIL

TRAINING POLICY STATEMENT

- 1) Middleton Parish Council is committed to providing the appropriate training to ensure the Council can fulfil its responsibilities and deliver a consistently high level of service to our residents.
- 2) Training needs will be determined in the light of the overall objectives and resources of the Council and the requirements of individuals.
 - a) Training needs of Council staff will be identified through the appraisal process.
 - b) Training needs of Councillors will be identified by the Chairman through questionnaires and discussions in December each year.
- 3) All new Councillors will receive appropriate training at the earliest opportunity in their term of Office. This training will include matters relating to Financial Management and Audit.
- 4) The Parish Clerk will be required to hold or be working towards the Certificate in Local Council Administration. The Council will provide appropriate resources and support to enable this to be achieved. Support will also be provided to enable the Clerk to satisfy the requirements of Continuous Professional Development.
- 5) The Chairman and Clerk will be responsible for the preparation of a costed annual training plan and securing the agreement of the Council.
- 6) The Council will evaluate and assess the impact and effectiveness of all training provided. Councillors will be encouraged to report on training effectiveness to Council Meetings
- 7) The Chairman will include in the Annual Report a statement regarding the scope and costs of the past years training.