



## WENDOVER PARISH COUNCIL

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# TRAINING AND DEVELOPMENT POLICY FOR COUNCILLORS AND EMPLOYEES

### Introduction

Wendover Parish Council is committed to ensuring that its Councillors and Staff are appropriately trained to effectively, efficiently and equitably meet the needs placed on them by the Parish Council and to meet their statutory obligations.

### Aim

The Parish Council is committed to ensuring that its Staff and Councillors are trained to appropriate standards and kept up to date with appropriate new legislation. To support this, funds will be allocated to a training budget each year to enable Staff and Councillors to attend training events and conferences relevant to their duties and the needs of the Parish Council.

### Application

The Council is responsible for identifying training and development needs for Councillors and the Clerk.

The Clerk will identify training and development for all Staff, including the Clerk.

The Clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. It is good practice for Councillors to attend a minimum of two training courses per year, this will be taken into account when budget setting.

The Parish Council will subscribe to the Society of Local Council Clerks (SDLCC) and will pay for training of Clerks/Staff associated with it (ILCA and CILCA), and subscribe to Buckinghamshire and Milton Keynes County Association of Local Councils (BMKALC).

All new Councillors will be expected to participate in the New Councillor Induction Training which provides training for all new Councillors. In addition all new Councillors will be provided with an information pack containing the relevant documents.

### Monitoring of the application of the statement of intent

[https://wendovercouncil.sharepoint.com/General/Policies/Drafts/DRAFT Training and Development Policy for Councillors and Employees.docx](https://wendovercouncil.sharepoint.com/General/Policies/Drafts/DRAFT%20Training%20and%20Development%20Policy%20for%20Councillors%20and%20Employees.docx)

The Finance Committee will be responsible for monitoring the application of this statement of intent and managing the budget. It will report to Full Council.

### **Councillor Induction Training**

- Meeting with the Chairman
- Meeting with the Clerk of Wendover Parish Council and other staff
- Sign required documents, namely the 'Declaration of Acceptance of Office', which forms your agreement to abide by The Code of Conduct and your 'Declaration of Pecuniary Interests'
- Receive agendas and minutes of the previous two full council meetings
- Arrange training programme

<b>Document History</b>		
<b>Status</b>	<b>Date</b>	<b>Version</b>
Drafted by Parish Clerk	25/10/2016	1
Review Staffing Committee	29/11/2016	1
Draft to Parish Council for Debate	05/12/2016	2
Approved	05/12/2016	2
Reviewed by Staffing Committee	24/11/2017	2
Next Review by Clerk	01/11/2018	