

# MERTON PARISH COUNCIL

## Training Policy

This document sets out Merton Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

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**Version Control and Revisions: See end of document**

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Signed     *S. Papworth*     ~~Chairman/Vice-Chair~~

Printed:     S. Papworth     Date     9<sup>th</sup> March 2020    

*Original Signed copy held by the Clerk*

## Merton Parish Council Training Policy.

The Parish Council is committed to training its staff and Councillors and offering support to its Councillors. It recognises that well trained and informed officers promote good practise in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation the Council values the time given by its Councillors to their community and this policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community.

The Parish Council will 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 and informal discussions and staff annual appraisals.

The Parish Council will encourage its officers and all of its Councillors to attend training meetings and pay expenses arising from such training.

The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the **Accounts and Audit Regulations 2006**.

The Parish Council will evaluate and measure the impact and effectiveness of all training.

The Parish Council 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.

Contracts of employment and job descriptions given to staff will include details of the Council's commitment to training.

The Parish Council has a commitment to membership of the Devon Association of Local Councils (DALC) recognising that it is a lead provider in training for councillors and officers.

The Parish Council will ensure that training for both officers and Councillors is adequately covered as an item in the annual budget; that membership fees for DALC is included in the budget.

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### Revision History

<u>Date</u>	<u>Version</u>	<u>Notes</u>
03-03-2020	1.0	Policy created