



NEWPORT PARISH COUNCIL Training Policy

Newport Parish Council fully understands the benefits of an ongoing training programme. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow the Parish Council to operate legally and efficiently and to serve the people of Newport in the best way possible.

All are entitled to:

- Equality of opportunity in all aspects of their development
- An understanding of the role of Newport Parish Council in the community.
- An understanding of the direction and objectives of the council
- An understanding of the contribution that is expected of them

For staff:

- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- A Parish Council which is committed to staff development.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

For Members:

- General training in parish council matters
 - Duties of a councillor
 - Code of Conduct
 - Changes in legislation
- Specialist training according to need and role in the council and committees
 - Chairmanship
 - Community engagement
 - Planning

Resources:

- Appropriate sums will be made available in each budgetary period to allow required training to take place.

Main Providers

- IW County Training Partnership
- Society of Local Council Clerks
- IW Association of Local Councils
- National Association of Local Councils

Identifying training needs:

- Through skills audit completed by all councillors and clerks
- Clerk/ Members to alert councillors/ staff to changes in legislation and subsequent training required.
- Needs also to be identified through annual staff appraisals and as part of annual review.

Measures to assess impact of training:

- Council members and staff will evaluate the effectiveness of their training as part of the annual review.

Reviewed: July 2017

Adopted: July 2017