

MARKYATE PARISH COUNCIL



Parish Office, Y2K Hall, Cavendish Road, Markyate, Herts. AL3 8PS
01582 840110
clerk@markyateparishcouncil.gov.uk www.markyateparishcouncil.gov.uk
Clerk to the Council: Mrs V Tilley

Training and Development Policy

This Council believes all staff and Councillors need to receive training and support for them to be able to realise their full potential in their role, so that the community they serve receives the maximum benefit from this professional organisation. The aim of the training and development policy as set out below, is to ensure the Council's aims and objectives are realised. Markyate Parish Council will ensure sufficient budget allocation to support this Policy.

The Council will retain membership of the Hertfordshire Association of Parish and Town Councils (HAPTC) and SLCC in order that all training opportunities can be accessed.

Everyone undertaking any kind of work for Markyate Parish Council must adhere to the Health and Safety at Work, and Information Security policies.

STAFF

All new members of staff joining the Council will receive an induction consisting of:

- A walk around the Parish/area of work.
- Council Induction pack and briefing session.
- Staff handbook.
- Training in the skills and knowledge for the job.
- An annual appraisal which will include consideration of additional training for personal development and additional skills to support the Council's aims and objectives.
- Any external training relevant to the proficient discharge of their duties such as IT, legal powers, finance, and planning which is identified through regular training needs assessments.

Development specific to the Clerk/RFO:

- Attending relevant local meetings such as Clerk's forums and briefings.
- Subscriptions to relevant publications and advice services including the SLCC and NALC.
- All relevant publications such as the Local Council Administration reference book and the SLCC Clerks' Manual.
- Entitlement to paid study leave in order to work towards the qualifications.

MARKYATE PARISH COUNCIL

COUNCILLORS

All new Councillors will receive an induction within their first six months on joining the Council. Also:

- A walk around the Parish with Clerk and/or Chair.
- A Councillor welcome pack.
- Log in details for the HAPTC website to access training documents, national and local policy and legislation updates, including The Good Councillor's Guides.
- On becoming a member of any Committee - Appropriate briefing on the Terms of Reference, and detailed knowledge required to be effective, including training opportunities.
- An annual council update.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Circulated any other training course details which may enhance their position.
- Encouraged to attend a HAPTC Roles and Responsibilities training course.

VOULUNTEERS (when applicable)

- A walk around the Parish/area of work.
- A briefing session.
- Training in the skills and knowledge for the job.

Adopted at Markyate Parish Council Meeting on 4th June 2024 (Minute reference: 50/24). To be reviewed in two years, or sooner should legislation dictate.