

Thorverton Parish Council – Training and Development Policy

- Thorverton Parish Council acknowledges its responsibility regarding ensuring that adequate and appropriate training is made available to its staff, its members and its volunteers, as and when required.
- The Councils objective is to have appropriately qualified/trained and informed staff, members and volunteers, at hand.
- An annual training budget is agreed as part of the Precept setting.
- The Clerk and the Employment Working Party will recommend appropriate training for Council consideration and staff, members and volunteers, will be encouraged to request training.
- The Clerk will keep a record of available, planned and attended training, together with all associated costs.
- Training for staff will be identified at induction and at annual appraisals/reviews. This relates to both skills and personal development training.
- Any agreed training will evidence support to the running of the Council in order for any costs to be paid or reimbursed.
- The Clerk, or the Employment Working Party, will complete the pre and post training assessments reporting back to full Council as required.
- This training policy will be reviewed at least every 2 years and updated as appropriate.

Staff/Member/Volunteer	Training Requirement	Training Venue	Preference High/Med/Low	How Often
Clerk	CiLCA	DALC/Home Study	High	One off
Councillor	New Councillors	DALC	High	One off
Councillor	Code of Conduct	MDDC updates via Clerk	High	4 Yearly Annually
Councillor	Planning	MDDC Updates via Clerk	Medium	4 yearly Annually
Chairman	Chairmanship	DALC	High	Annually
Handyman	Chapter 8	DCC	High	One off
	Road Warden	DCC	High	One off
	Spraying	DCC	Medium	One off
	Strimming	DCC	Low	One off
Volunteers – Litter Picker	Risk Assessment	Via Clerk	High	Annually
Volunteers – Off Road Grass cutting	Risk Assessment	Via Clerk	High	Annually
Volunteers – Off Road Gardening	Risk Assessment	Via Clerk	High	Annually
Volunteers – Defibrillator Care	Risk Assessment	Via Clerk	High	Annually

Policy Adopted by Thorverton Parish Council in 2016. Reviewed in July 2019.