



TRAINING POLICY

Introduction

Itchen Valley Parish Council is committed to the training needs of all staff and Councillors and will include:

- Induction training (including health and safety),
- Certificate in Local Council Administration (CiLCA),
- Certificate of Higher Education in Community Governance,
- Core Skills for Councillors and changes in legislation.
- Staff and Councillors are offered the opportunity to attend relevant training provided by organisations such as NALC, HALC, SLCC, Hampshire County Council and Winchester City Council
- On the job training, will be provided on a continual basis.

Commitment

Itchen Valley Parish Council is committed to developing its staff and Councillors to assist the Council in achieving its aims and priorities. The Council will ensure that everyone is trained to meet the demands of their job and has a performance review process to ensure training and development needs are identified and incorporated into a personal development plan. Where a training need is identified the most appropriate method, taking account of time, cost and individual preferences will be selected. The impact of staff training attended will be measured via the performance review process. Feedback will be received from Councillors to evaluate any training attended.

Itchen Valley Parish Council: -

- recognises the need to provide appropriate training, development and learning opportunities for all staff and Councillors
- will select resources to provide training and development to maximise the potential of its Councillors and staff



Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

- recognises that continued investment and commitment to training and development are essential for the provision of quality services
- requires all Councillors and staff to actively participate in identifying their training and development needs to enable the appropriate investment of resources
- recognises its responsibility to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation

Resources

The Council provides an annual budget for staff and Councillor training and development.

In particular, the Council considers the following factors: -

- the identified training and development needs of staff and Councillors
- training and development needs that are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

Conclusion

Itchen Valley Parish Council is determined to provide opportunities for all staff and Councillors to further develop the necessary skills and competencies to move the Council forward in its aspirations and for Councillors' own personal development.

This Statement provides staff and Councillors with the confidence that they are working for a Council that values them as individuals and is actively encouraging a partnership approach to training and development to ensure the Council continues to provide high quality services for the residents of Itchen Valley.

Action Plan

The training budget for 2019/20 is:

- Staff training £
- Councillor training £