

# St Paul Malmesbury Without Parish Council

## Report #11.3

### Training and Development Policy

#### 1. Purpose of the report

- 1.1 To request Council agreement to the adoption of a staff and councillor training and development policy.

#### 2. Background

- 2.1 The clerk attended NALC training in the summer and brought back a number of helpful elements of good practice, and learning from other councils. One of these was that councils should formalise the ways in which they induct and continue to develop both staff and councillors.
- 2.2 This was identified as appropriate by the Personnel Committee; in particular standardising an initial induction to the council; and a NALC training and development policy template has been tailored for consideration by this council and was circulated with this report.

#### 3. Options

- 3.1 To choose not to adopt such a policy
- 3.2 To request Personnel Committee to make amendments to the draft
- 3.3 To adopt the draft as presented

#### 4 Financial Implications

- 4.1 As this Council already funds training for both staff and councillors, little or no additional financial outlay is envisaged. There may be additional time commitments for councillors and clerk in undertaking induction tasks, but this will be infrequent.

#### 5. Recommendation

- 5.1 The Council is recommended to support Option 3.2 or 3.3

Cllr Deborah Clogg  
16.11.2021