



**Gawsworth Parish Council**

# Training and Appraisal Policy

Adopted July 2016

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## TRAINING POLICY

Gawsworth Parish Council is committed to the ongoing training and development of members and Clerk to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for Gawsworth.

The Parish Council will encourage the Clerk and all members to undertake training relevant to their role and the needs of the Council.

The Parish Council will ensure the Clerk achieves at least 12 CPD points annually.

The Parish Council will assess the training needs of all members and employees on an annual basis and maintain records of training undertaken. It will offer all new members appropriate training at the earliest opportunity including providing an induction to the council.

The Parish Council will maintain a budget for the training of both members and employees. The budget for the training of members is delegated to the Parish Clerk to authorise attendance at training events within the agreed budget. Where demand for training exceeds the approved budget, priority shall go to members who have not attended or have attended the fewest courses.

Training for the Clerk will be approved by the Council.

Where the Council covers the costs of a course it shall also cover any reasonable travel and subsistence costs.

## APPRAISAL POLICY

Gawsworth Parish Council recognises that objective setting and appraisals are vital to employee development. The objective of an appraisal is to review employee performance and potential.

The Chairman shall undertake an annual appraisal of the Clerk in accordance with best practice and guidance published by SLCC, NALC and ACAS.

Adequate notice of the appraisal shall be given by the Chairman. A summary of the appraisal shall be produced and signed off by both the Chairman and Clerk. The purpose of appraisal shall be to set SMART objectives for the year ahead and review targets from the previous year. Interim appraisals may be held where deemed necessary.