

LAVERTOCK AND FORD PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY

Purpose/Principles	To ensure our councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities.
Scope	Employees, Councillors, Volunteers
Date adopted:	26 th September 2022
Minute Reference:	22.129
Previous versions (Dates):	None
Next review:	September 2024
Policy owner:	Personnel Committee
Supersedes:	None

Training and Development Policy

1. INTRODUCTION

Laverstock and Ford Parish Council are committed to ensuring our councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities.

2. OBJECTIVES

- Provide and support training and development to ensure the proper administration of the council and help achieve the objectives and aspirations of the council.
- Regularly review training needs.
- Plan training and development and budget accordingly.
- Remove barriers that may hinder training and development.

3. TRAINING AND DEVELOPMENT FOR COUNCILLORS

Councillors will be encouraged to attend regular training to help them operate and develop as a councillor.

- Relevant training courses for councillors are usually held by Wiltshire Association of Local Councils (WALC), National Association of Local Councils (NALC), and Wiltshire Council.
- New councillors will be offered attendance at a Core Skill for Councillors course.
- Councillors sitting on specialist committees will be offered relevant courses, such as Employment, Community Engagement or Accounts and Audit.
- Chair and Vice-Chair will be offered Chairmanship training.
- Councillors appointed to new projects will be offered appropriate training.
- Training expenses will be met by the council.
- Councillors will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Councillors who are prevented from participating fully in any training, for any reason, should contact the Clerk to discuss how the council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

4. TRAINING AND DEVELOPMENT FOR OFFICERS AND OTHER STAFF

The council will support employee's professional development using a variety of training methods, such as attendance at conferences or courses, online training or internal training. Training needs may be identified from a variety of sources including one-to-ones, appraisals, team meetings, future plans or changes to processes. Individuals are also encouraged to identify their own training needs and bring these to the attention of the Clerk. Some training will be mandatory or desirable for the job role, and identified in the job description. The council will provide such training within the specified period of time for attainment.

- New employees will be given an induction, explaining the role of the council, councillors, Clerk and other staff.
- Staff will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Training will be provided relevant to their duties, such as information technology, understanding legal powers, finance or the planning system.

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- Staff appointed to support new projects will be offered appropriate training.
- Subscriptions to relevant publications and memberships of relevant associations will be provided.
- Training expenses and study leave for mandatory training will be granted by the council. Training expenses and study leave for desirable training, relevant to the job role, may be approved at the discretion of the council.
- Individuals may identify optional training that is beneficial to themselves, but not necessarily linked to their job role or beneficial for the council. Training expenses and study leave for training which is optional, are entirely at the discretion of the Clerk (or Personnel Committee in the case of training for the Clerk).
- Staff who are prevented from participating fully in any training, should contact the Clerk to discuss how the council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

5. REVIEW

Training requirements for councillors will usually be identified by themselves, the Chair or the Clerk. Training opportunities will be investigated by the Clerk and brought to the attention of the full council.

Training requirements for staff will be identified by themselves, or through one-to-ones, appraisals or new project or process requirements.

The Clerk will keep a record of all training undertaken, together with recommendations and a schedule for regular review.

6. BUDGET

An allocation for Training and Development will be made in the budget each year, to meet training and development needs. All training will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.