



Training and Development Policy

1. Introduction

- 1.1 Wrose Parish Council is committed to the ongoing training and development of all councillors and employees. This should help them to make an effective contribution to the work of the council.
- 1.2 To support this commitment, a training budget is set aside each year to enable staff and councillors to receive training or development relevant to their needs taking into account budgetary constraints.
- 1.3 The Council will ensure equality of access to training and development activities. Employees and councillors are entitled to equality of opportunity in all aspects of their development. Reasonable adjustments will be made if necessary to ensure training is accessible to all, for example, the use of online or alternative formats where possible.
- 1.4 The Clerk will report to the full council on a regular basis the planned training expenditure to ensure that the training is relevant and fit for purpose. The Clerk has delegated responsibility for deciding on training courses for staff and councillors. It is recognised that training courses can fill up quickly and early booking is needed.

2. Employees

- 2.1 The full council will have overall responsibility for monitoring and meeting the training needs of staff.
- 2.2 Annual appraisals will include consideration of training and development needs. **Any training requirements identified will be recorded and used to inform the Council's annual training plan and budget**
- 2.3 Training and development is the responsibility of each member of staff and employees are encouraged to be proactive in identifying their needs.
- 2.4 It is expected that the Clerk will hold the CiLCA qualification or be working towards obtaining it. **Where a Clerk is newly appointed, the Council will provide support and funding to enable them to achieve CiLCA within 12–18 months of appointment.**
- 2.5 Induction training will be provided to all new members of staff. **This will include an introduction to the Council's policies, procedures, health and safety requirements, data protection responsibilities, and the roles of councillors**

- 2.6 The Clerk will identify any new training needs due the changed circumstances such as new legislation or new Council priorities or projects.
- 2.7 Records of all training undertaken by employees will be kept in their personnel records or in their own training log as appropriate. ¹.
- 2.8 Employees are required to provide feedback on the quality and value of any training they undertake.

3. Councillors

- 3.1 New councillors will be provided with an induction pack. This will include:
- The structure of the Council
 - Contact details for the Clerk
 - The schedule of meetings
 - How they can access council policies and procedures including, Standing Orders, Financial Regulations, and The Code of Conduct.
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 - The budget,
- 3.2 New councillors are encouraged to attend the YLCA's "Off to a Flying Start" course, or its equivalent, within 6 months of taking office.
- 3.3 The Council will undertake an annual training needs analysis with councillors which will inform the training budget .
- 3.4 Specialist/appropriate training will be considered taking account of need and role in the Council or on committees including chairmanship, planning, neighbourhood planning and finance.
- 3.5 It is recognised that Councillors who deal with the Council's finances should undertake financial training or have previous financial experience.
- 3.6 If a councillor feels that they have a training need they should discuss this in the first instance with the Clerk.
- 3.7 If the whole Council requires training on a particular subject, the Clerk will consider and source appropriate qualified trainers to attend.

4. Prioritisation of Training and Development

- 4.1 Any training and development will be prioritised taking into account of:
- Council objectives.

¹ Training to be recorded in the personnel file is that required by law or to comply with statutory obligations

- Specialist needs.
- Improving existing skills.
- Personal and/or professional development.
- Legal obligations.

5. Resourcing Training

- 5.1 A budget will be allocated to training and development each year and all training will be prioritised, organised, designed, and evaluated to ensure that it meets organisational requirements.
- 5.2 Councillors and staff attending approved training can expect the following to be paid:
- The course fee.
 - Examination fees.
 - Travelling and subsistence expenses in accordance with the Council's current policy.
- 5.3 The costs can be recovered from employees and councillors who fail to attend a training course that is booked and paid for by the Council without good reason. Where "good reason" will normally be determined at a meeting of the council excluding the individual whose training costs are being considered. In the event that the reasons are of a personally confidential nature the clerk will have delegated power, in consultation with the council Chair², to determine this.
- 5.4 **The Council's will also cover the cost of subscriptions and memberships to professional bodies and sector organisations (e.g., NALC, YLCA, SLCC) to ensure access to up-to-date advice, training, and development opportunities.**

6. Evaluation and Monitoring

- 6.1 Individuals will be expected to undertake evaluation of all training and development activities to determine the effectiveness of the training.
- 6.2 Councillors attending training events are expected to provide feedback to the Council highlighting any relevant material regarding the working of the Council.
- 6.3 A financial year summary of training activity will be produced and presented to the Full Council at its April meeting.

Adopted by the Council: 13 April 2023

Reviewed: September 25

Next review: . September 27

² In cases where the Chair is the individual from whom recovery of costs are being considered and the reasons are considered confidential then the Clerk will nominate an alternative councillor to consult with to determine if the costs should be recovered

