

# IWADE PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

### **Purpose and scope**

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for Councillors, employees and volunteers. It applies to all staff whether full or part time, temporary or fixed term.

### **Aims**

The Council recognises that training and development for Councillors, employees and volunteers is a major investment in its ability to deliver effective products and services and will seek to create a culture of continuous development. It will:

### **Objectives**

- Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
- Ensure that the training and development activities are based on the system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives.
- Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to identified needs.
- Ensure that training is provided to volunteers working on behalf of the Council - include briefings on Health and Safety and Risk Assessments.
- Ensure all training is evaluated to assess its benefit and identify follow up training where necessary.

### **Councillor Training**

Councillors will receive:

- The councils Standing Orders, Financial Regulations and Councillor Code of Conduct; this explains the Councils role and responsibilities.
- All council policies are available on the parish council website <https://www.iwade-pc.gov.uk/community/iwade-parish-council-18357/policies/> and copies can be supplied by the Clerk.

- Training courses are usually held online, but where travel is required relevant expenses will be paid by the council.

Councillors are required to attend an introduction learning course and relevant specialist training courses:

- Introduction Course – Roles and Responsibilities
- Chair and Vice-Chair - Chairing Meetings Effectively
- Finance for Councillors
- Planning
- Councillors are encouraged to attend relevant training sessions they believe to be beneficial to their role and the council – to be approved by the Full Council.
- Training records for Councillors will be maintained in support of the Local Council Award Scheme accreditation.

### **Staff training**

Council staff will receive:

- An annual appraisal which will address training and development needs and set annual targets.
- Paid time off to attend training, to be approved by the full council.
- Where travel is required relevant expenses will be paid by the Council.

Training:

- New staff members will receive a full induction
- If not already obtained, office staff are required to complete the Introduction to Local Council Administration (ILCA) course during their induction period
- New staff will shadow a staff member, ideally the Clerk
- If not already obtained, after 12 months of employment the Clerk will undertake the Certificate in Local Council Administration (CiLCA)
- Staff are encouraged to undertake relevant training, to be approved by the council.

### **Training and development budget**

The council will provide an adequate training budget to achieve its objectives. Each year the council will set a budget and allocate finances to the training budget. Councillors, staff and volunteers will be asked to identify training and development needs in advance of the budget preparation.

### **Responsibilities for training and development processes**

- Training requests must be submitted to the Clerk; the council will consider the benefits to the trainee and the Council.
- The payment for approved training and development courses will be submitted to the full council for approval.
- In the event a councillor or staff member cannot attend a scheduled training course the Clerk must be informed.
- Where the Council considers it necessary, it shall grant reasonable paid time off for study.
- The council will fund subscriptions to the Society of Local Council Clerks and Kent Association of Local Councils to enable staff and councillors to access their training courses and conferences.

### **Policy review**

First adopted at the Parish Council meeting held on the 13 July 2016:

Reviewed 14.02.24

Date of next Review: 13.05.26