

# COLLINGHAM *Parish Council*

## **Training & Development Policy**

**ADOPTED 9 May 2019 – Review Date May 2020**

### **1 Introduction**

- a. The Council is committed to training and developing its staff. It recognises that well trained and informed officers promote good practice and performance within the Council.
- b. The Council values the time given by its Councillors to the community and is committed to training and developing councillors to ensure they understand, and are properly equipped to carry out, their role.

### **2. Training and Development**

The Parish Council will:

- i. Identify training and development needs in the light of the overall objectives of the Council and the requirements of the individual. This will be achieved through annual staff appraisals to identify the skills and knowledge development needs of staff, formal and informal discussions and other methods as appropriate.
- ii. All new councillors will be encouraged to attend the “New Councillor training” provided by NALC. New chairs will be encouraged to attend (or have attended in the 3 years before taking up the role) the “chairmanship” training provided by NALC.
- iii. Ensure that all new staff receive an induction, any mandatory training required to carry out their role and further training at the earliest opportunity to ensure they are effective and meet the requirements of the role.
- iv. Contracts of employment and job descriptions given to staff will include details of the Council’s commitment to training.
- v. Provide information about training courses, induction programmes and development opportunities to councillors and staff.
- vi. Encourage its employees and all of its councillors to attend training and pay expenses arising from such training.
- vii. Offer a minimum amount of training to the Clerk to meet the Continuous Professional Development requirement for the membership of the Society of Local Council Clerks<sup>1</sup> (currently 12 points).
- viii. Support networking with other councils.
- ix. Maintain membership of the National Association of Local Councils and membership of the Society of Local Council Clerks.
- x. Ensure that the training provision for staff and councillors is adequately covered as an item in the annual budget including for item vii above.
- xi. Maintain a Training Record giving details of dates, titles and providers of development activity undertaken by officers and councillors.
- xii. Comply with Equal Opportunities and other council policies when assessing training and development needs.

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<sup>1</sup> Guidance contained within the SLCCs Training and Development Advice Note (2011)

- xiii. Consider requests for training in light of the Council's objectives, individuals training and development needs, quality, value for money and budgetary constraints.