

Cottered & Throcking Parish Council

TRAINING AND DEVELOPMENT POLICY

Review annually

1. COMMITMENT TO TRAINING AND DEVELOPMENT

1.1 Cottered and Throcking Parish Council (CTPC) is committed to providing members, staff and volunteers with the necessary training and development opportunities to ensure the council can meet its aims and objectives.

1.2 Members, staff and volunteers will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance. All will be given encouragement and support to achieve their potential.

1.3 CTPC encourages members, staff and volunteers to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to requirements within council policies and the achievement of stated aims and objectives.

1.4 The council will take action to identify needs, train and develop individuals on election or recruitment and throughout their term of office or employment, aiming to develop the abilities of individuals so that they may effectively contribute to the various functions of the council in serving the community.

1.5 CTPC will regularly evaluate the investment in training and development to create opportunities for achievement and to improve future effectiveness.

1.6 CTPC is committed to equality of learning opportunity and no individual will be excluded from learning/training on the grounds of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

2. IDENTIFICATION OF TRAINING NEEDS

2.1 Members:

- All newly elected members will be provided with a welcome guide setting out the council's policies and procedures.
- All new members will attend induction training as soon as possible after election and will be expected to attend training relevant to their office.
- All future newly elected or potential chairman of council or committees are authorised to attend chairmanship training.
- Members who wish to acquire or refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hoc basis.

2.2 Staff:

- All new members of staff will be provided with a welcome guide directing them to the council's policies and procedures.
- All new members of staff will attend induction training as soon as possible after appointment.
- Staff are encouraged to be proactive in identifying their own training and development needs linked to the aims of CTPC. Staff can make the council aware of opportunities for training or courses of interest at any time and do not have to wait until annual appraisal to do so.

- Staff who wish to acquire or refresh their skills/knowledge can request to attend authorised courses at any time during their employment.
- Staff are to be provided the opportunity to complete continuous personal development (CPD); this will be identified at the annual appraisal.

2.3 Volunteers:

- All volunteers will be provided with a welcome guide directing them to the council's policies and procedures.
- All volunteers will be expected to attend training relevant and appropriate to the role.
- If volunteers are using their own equipment, CTPC will carry out a risk assessment and request evidence that the volunteer is appropriately trained; or provide appropriate training.

3. TRAINING RESOURCES

3.1 CTPC is committed to ensuring its members, staff and volunteers are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training and development budget for members and staff. This budget will be greater in an election year to allow for new councillor's courses and will be reviewed annually within the budget process.

3.2 Authorised courses and events for members, staff and volunteers are available from the following organisations:

- ✓ National Association of Local Councils
- ✓ Hertfordshire Association of Parish and Town Councils
- ✓ Society of Local Council Clerks
- ✓ East Herts Council
- ✓ Hertfordshire County Council
- ✓ Recognised agencies providing training for local authorities
- ✓ In-house organised training
- ✓ Specialist organisations supplying to parish councils

4. RECOMMENDED TRAINING AND QUALIFICATIONS

4.1 The clerk is expected to obtain the Certificate in Local Council Administration (CILCA) within a reasonable period of time.

4.2 The council will expect the clerk to be responsible for their own continuous professional development by identifying appropriate training interventions as identified above or by attending courses offered by the Hertfordshire Association of Parish and Town Councils (HAPTC).

5. TRAINING REPORTS

5.1 An annual summary of training and personal development will be recorded on the appraisal record for the individual.

5.2 A summary of member and volunteer training will be retained on file.

Review

This policy will be reviewed and updated by CTPC as required in line with best practice and to reflect current legislation.