



## **TRAINING AND DEVELOPMENT POLICY**

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## **1. INTRODUCTION**

Bottisham Parish Council is committed to ensuring their councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. This will allow them to provide a proper level of service to the people of Bottisham.

Prospective councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

## **2. OBJECTIVES**

- Encourage councillors and staff to undertake appropriate training and through in-house and external training.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.
- Provide financial support to attend training.
- The council expects the Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional body.

## **3. ALL EMPLOYEES AND COUNCILLORS' ENTITLEMENT**

- Equality of opportunity in all aspects of development.
- An induction programme into their own roles as well as to the workings of Bottisham Parish Council.
- An understanding of the direction and objectives of the council.
- An understanding of the contribution that is expected of them.
- New councillors are encouraged to attend courses for "new councillors" arranged and run by Cambridgeshire & Peterborough Association of Local Councils (CAPALC).

## **4. POLICY STATEMENT**

It is Bottisham Parish Council's intention to:

- Support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council.
- Regularly review the needs of councillors and employees; and
- Plan training and development opportunities and budget accordingly.

## **5. BENEFITS OF TRAINING, LEARNING & DEVELOPMENT**

- Improves the quality of the services and facilities that Bottisham Parish Council provides.

- Enables the organisation to achieve its corporate aims and objectives.
- Improves the skills base of the employees and councillors.
- Produces confident, highly qualified staff working as part of an effective and efficient team
- Demonstrates that the employees are valued.

## **6. TRAINING AND DEVELOPMENT FOR COUNCILLORS**

Bottisham Parish Council will offer:

- Attendance at induction sessions (usually held by the Cambridgeshire & Peterborough Association of Local Councils CAPALC) explaining the role of the council, councillors and the clerk.
- Provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
- Access to relevant courses provided by bodies such as the Cambridgeshire & Peterborough Association of Local Councils (CAPALC).
- Expenses for attending briefings, consultations and other general meetings for councillors in the local area; *and*
- Circulation of briefings, newsletters and magazines.

Other needs, including refresher courses, will and can be assessed through meetings and ascertaining which courses would be appropriate to attend

All Councillors are expected to read and be up to date with Parish Council Policies and Terms of Reference documents including Duties, Code of Conduct and Financial Regulations

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

All Councillors must ensure they request training via the Clerk and have this signed off before booking.

## **7. TRAINING AND DEVELOPMENT REVIEWS FOR COUNCILLORS**

Training requirements for councillors will usually be identified by themselves, the Chairmanship and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council.

## **8. TRAINING AND DEVELOPMENT FOR STAFF / THE CLERK**

Bottisham Parish Council will ensure:

- Attendance at an induction session explaining the role of the council, councillors, clerk and other staff.

- Provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
- Provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.
- Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks (SLCC), the National Association of Local Councils and the Cambridgeshire & Peterborough Association of Local Councils (CAPALC)
- Subscription to relevant publications, advice services and membership of relevant local council associations.
- Provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council; and
- Provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

Bottisham Parish Council will encourage the Clerk to:

- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; *and*
- Participate in local clerks' forums and events.

Bottisham Parish Council will endeavour to support the Clerk's professional development, which might include:

- Financial assistance towards the cost of tuition, examinations and resource materials.
- Allocated study leave.
- Time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the Council.

## **9. TRAINING AND DEVELOPMENT REVIEWS FOR STAFF / THE CLERK**

Bottisham Parish Council will support the Clerk with:

- Clear and measurable objectives for their performance at work.
- Annual appraisals of their performance, role and training needs.
- A personal development plan which addresses their development needs
- A Chairmanship who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control

Training needs for the Clerk / staff will be identified from:

- Induction and probationary periods.
- One-to-ones.

- Appraisals; *and*
- Annual strategic planning.

## **10. BUDGET FOR TRAINING**

An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs.

Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

## **11. EVALUATION OF TRAINING EFFICACY**

All training undertaken will be subsequently evaluated by the clerk to gauge its relevance and effectiveness. Training will be reviewed considering changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

The clerk will maintain a record of training attended by all councillors and staff.