

Training & Development Policy

Adopted 29th November 2023

Introduction

Lingfield Parish Council is an organisation in which learning is valued. Councillors and staff will be fully supported in undertaking the training and development needed to assist them in achieving and maintaining a high standard of performance. Councillors and staff will be given encouragement and the necessary provision to enhance their skills in order to provide the highest quality representation in the community and further to ensure compliance with statutory requirements and corporate standards.

Commitment to training

The Council recognises that Councillors and staff are its most important resource. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. Through regular training, the Council commits to develop confident and qualified staff who work as an effective and efficient team with an increased skills base.

General training objectives

To circulate all training opportunities available (responsibility of the Clerk)

- To encourage Councillors and staff to undertake appropriate training and development activities
- To allocate training in a fair manner to meet requests and/or needs and ensure it is delivered
- To ensure all volunteers working on behalf of the Council are trained adequately according to the scope of the task; to include briefings on Health and Safety and Risk Assessments
- To ensure all training is evaluated to assess its benefit and identify follow up training where necessary

Training & development activity: Councillors

Councillors should expect:

- An induction package detailing their own roles and the governance of the Council, which also explains:
 - An understanding of the Council's role in the community
 - An understanding of the direction and objectives of the Council
 - An understanding of the contribution expected of them
- Reasonable travel and subsistence expenses to be paid by the Council, to undertake relevant and agreed training
- Equality of opportunity in all aspects of their development

Councillor's general training to include:

- Roles and responsibilities of a Councillor
- Code of Conduct
- Standing Orders and Financial Regulations

Councillor's specialist training, as appropriate, to include:

- Chairmanship
- Planning

- Council finance
- Data protection (GDPR)
- Employment best practice
- Other training as relevant

Training and development activity: Council staff

Council staff should expect:

- An annual review of their performance, role and training needs. A personal development plan which enables them to develop relevant skills and acquire knowledge to underpin their current role and career aspiration
- A Council that is committed to staff development
- Release from work commitments with reasonable travel and subsistence expenses to be paid by the Council to undertake relevant and agreed training
- Training and certification in accordance with the statutory requirements of their role and with use of equipment under their control
- All reasonable requests for attendance at training sessions, conferences and other events to be considered by the Council (or relevant Committee)
- Equal opportunities in all aspects of their development

Resourcing the provision of training and development

Training and development will be achieved by including a financial allocation for learning activities in the annual budget as well as by taking advantage of any relevant partnership or in-house training provision available. The Council sets an annual training budget to ensure the above expectations are achieved each year.

Council staff will be asked to identify training/development needs during an annual appraisal. Councillor and staff training needs may also be identified in advance (to aid budget preparation) due to:

- Legal requirements or forthcoming changes in legislation
- Changes in working systems or new working methods and practices
- New or revised qualifications becoming available
- Devolved services/delivery of new services
- Council elections
- Other training as relevant

Training and development process for Councillors and staff

- Each training request will be considered on an individual basis and the benefits to the trainee and the Council will be identified
- Payment for approved training and development activities will be put before the Council (or relevant Committee) for approval and resolution
- Councillors and staff scheduled to attend courses/training are required to inform the Clerk in the event of any absences
- Staff who are given approval to undertake professional qualifications will be granted study time and time to sit examinations (to be agreed with their line manager prior to the course being undertaken)
- Where a member of staff's attendance is required for training out of normal working hours, reimbursement for hours worked will be made accordingly, as set out in their Contract of Employment.
- In addition to providing an allocation in the annual budget for training, the Council will fund subscription to the Society of Local Council Clerks and Cornwall Association of Local Councils to enable staff and Councillors to take advantage of their training courses and conferences. Purchases of relevant resources such as publications will be considered on an ongoing basis.