

# WHITTINGTON PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

*The Parish Council has the discretionary power to train staff and councillors  
(Local Government Act 1972 s.111)*

### Introduction

The Council is responsible for monitoring and meeting the training needs of its councillors and staff and managing the associated budget. Providing staff and councillors with the appropriate training will help the parish council to meet its objectives.

This document forms the Parish Council's Training and Development Policy and covers:

- The Council's commitment to training
- The identification of training needs for councillors and staff
- The Budget/Funds allocated for Training and Development

The model shown below demonstrates the process of how the Parish Council will implement its Continuous Professional Development in order to improve the efficiency of service delivery.

The Parish Council accepts that training is vital to its development and is not only necessary for its staff, but also for its Members.



Training will:

- Enhance the performance of both staff and Members
- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Raise the standards of the Parish Council

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<b>1 COMMITMENT TO TRAINING</b>	<p>Whittington Parish Council is committed to training its councillors and staff to the highest standards. It recognises that well trained and informed officers promote good practice within the local council and throughout the community. The parish council supports staff and councillors to ensure they maintain and develop the knowledge and skills they require to meet the needs of the role.</p> <p>To support this, funds are allocated to a training budget each year to enable councillors and staff to attend training.</p>
<b>2 TRAINING NEEDS</b>	<p>The Parish Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"><li>➤ Formal training courses</li><li>➤ Briefings and seminars</li><li>➤ Conferences such as SALC, regional and national</li></ul>
<b>3 IDENTIFYING TRAINING NEEDS</b>	<p>A new Chairman must have undergone the appropriate training in Chairmanship prior to or immediately after being elected. Members will also be expected to attend training on the Code of Conduct.</p> <p><b>Councillors</b></p> <p>All councillors will be encouraged to attend on-going development training. Councillors carrying out specific functions (The role of Chair, Staff Appraisals etc) must attend the relevant training. Councillors on Committees are encouraged to obtain training in these areas (i.e. Planning Committee members should attend Planning Training).</p> <p><b>Staff</b></p> <p>The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CiLCA) as a minimum and the Council will provide appropriate training and support to enable this to be achieved.</p> <p>The Clerk will be encouraged to become a member of the Society of Local Council Clerks (SLCC) which provides on-going training for its members. The cost of annual membership will be covered by the Parish Council.</p> <p>The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate</p>

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	<p>training will be provided.</p> <p>Time will be allowed and remunerated for attending any such training.</p> <p>The Clerk will inform Members of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration process. Changes in legislation will also induce the need for appropriate training.</p>
<b>4 RESOURCING TRAINING</b>	<p>Training and development for councillors and staff will be achieved by including a sufficient financial allocation for training and development in the Council's annual budget.</p> <p>The Council will agree to cover the cost of:</p> <ul style="list-style-type: none"><li>• The Clerk's annual subscription to the Society of Local Council Clerks (SLCC)</li><li>• The fees associated with CiLCA registration.</li><li>• The Shropshire Association of Local Councils (SALC) and the National Association of Local Councils (NALC)</li><li>• All training sessions attended by staff and councillors (requests for attendance to be presented at full council meetings)</li></ul>
<b>5 MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS</b>	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"><li>➤ Well chaired council meetings</li><li>➤ Professional and pertinent responses to planning applications</li><li>➤ Well documented policies and reports</li><li>➤ Well managed projects</li><li>➤ Well managed finances</li><li>➤ Well informed staff and Members</li><li>➤ The professional conduct of staff and Members</li><li>➤ Maintaining Quality Status</li></ul>

**ADOPTED: 18.12.2018**

**REVIEW: December 2020**