# TRAINING AND DEVELOPMENT POLICY

Revised & re-adopted by Full Council on 13.03.23  New Revision date March 2024

**The Law**
National Joint Council ("Green Book") Provisions the Green Book makes specific reference to encouraging local authorities to provide training and development opportunities for their employees at Part 2, Section 3.

**Introduction**
Kingmoor Parish Council is committed to ensure that its Clerk and Councillor's are provided with the training they require to ensure they can carry out their duties to the best of their abilities, are up to date with all current legislation and are trained to a high standard to ensure that they are able to deliver the Council's strategic priorities efficiently.

**Policy Statement**
The Council is committed to the provision of training and development to help raise the Council's overall performance and will comply with equal opportunities and other Council policies when assessing training and development needs.

The training and development policy is aligned with the Council's overall priorities and objectives, forms part of the overall performance management of the Council and gives due regard to the personal development needs of individuals.

The Clerk is responsible for procuring or providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including Carlisle City Council, Society of Local Council Clerks, National Association of Local Councils and the Cumbria Association of Local Councils.

To ensure these aims are achieved a training budget is allocated to enable Members of the Council and the Clerk to attend any relevant training and conferences throughout the year.

**Training and Development Activity**
All Councillors

- will be issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide.
- Encouraged to attend CALC Effective Councillor training sessions.

- Circulated any other training course details which may enhance their position. The Clerk is
- Encouraged to attend all relevant CALC clerks training courses including New Clerks course.
- Provided with a contract of employment setting out clear objectives and expectations.
- Receives an employment and salary review annually from the council.
- Encouraged to gain the Certificate in Local Council Administration (CiLCA).
- Any other training relevant to the proficient discharge of her duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Attendance of relevant local meetings such as Clerks forums and briefings.
- Subscriptions to relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- Receives regular feedback from the Chairman of the council on their performance.

**Training needs identification**

- Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk.
- Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisal.
- The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

**Resourcing Training**

- Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training.
- An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

**Evaluation and review of training**

- In order to evaluate training, the Clerk and Members are required to evaluate how successful and appropriate the training has been. The purpose of this is to

provide shared learning across the organisation, which provides both training benefits and represents value for money.

- Following attending any training the person who attended will report back to the Clerk & Chairman on the relevance and effectiveness of the training supplied and will be circulated to other Members if considered appropriate.