



## **Policy for Training and Development**

### **Background to Training in the Local Council Sector**

Training has been at the heart of local councils for over twenty years. (1) Its evolution has coincided with a general willingness of higher tier authorities to accept that parish councils are at grass root level and as a result can understand and react to the needs of their communities efficiently and effectively. Local Councils have also become far more accountable to their communities in recent years, particularly in relation to their finances.(2)

Above all community members have become more challenging and openness and accountability are, rightly, high on any agenda. (3) We must all know what we are doing and why we are doing it.

### **Overall aim of this Policy**

The Council is committed to the provision of training and development for its members and staff to help raise the council's profile, fulfil the roles played by its members individually and as a team, maximise the potential of the Council in its role of serving the community. The Council has an overall strategy to actively respond to its parishioners. Personal development of staff and members will help formulate, guide and facilitate this strategy.

### **Budget**

While the Council is mindful of its costs it also considers that appropriate training can reap financial rewards. Training can be provided through several sources. Training can also be on variety of subjects. The Council aims to be selective with the training it uses. Relevance, value for money and training provider will be considered. While there is no right for staff to request time off work for training or any obligation on its members to undergo training, the Council agrees to fund training costs provided there is a commitment to attend that course and to continue in the role for at least a year. Funding includes the cost of the course and the cost of transport to the course. There is a budget for training and agreement must be given for attendance at any course prior to the event.

### **Personal Development Plans**

The Clerk will have a personal development plan as part of his / her annual appraisal which will identify skills and knowledge needs. The Clerk is encouraged to take responsibility for his / her own personal development in terms of identifying appropriate external training and courses. The Clerk will be responsible for facilitating the training needs of members both new and experienced – identifying relevant courses or by coaching or mentoring.

### **Appropriate Training and Development**

These are currently identified as:

Initial Training for new councillors – a day or 2 evening session arranged through Norfolk Parish & Training Support or NALC at varying locations.

Chairmanship Course – a day session arranged through the Norfolk Parish Training & Support or NALC.

Understanding your Council’s Finances – a 2.5 hour course provided by the Norfolk Parish Training & Support or NALC.

Training Partnership for existing or new Chairmen at varying locations.

Training Courses for the Clerk – topic specific courses arranged by the SLCC (specifically on cemeteries) and the CiLCA qualification.

Seminars provided by the planning authority (Kings Lynn Borough Council) for planning, usually held at the District Council offices.

The Council will evaluate the training undertaken by its Clerk or members or volunteers.

### **Responsibilities**

Further and new opportunities for training will be identified by the Clerk. These may be guided by new activities the Council wishes to undertake or by changes in legislation. The Clerk will be responsible for disseminating information concerning training to members. Members are encouraged to discuss any needs they identify for themselves with the Clerk. The Clerk is responsible for identifying situations where volunteers may need training. This includes such things as discussion about risk assessments and training regarding the use of equipment. Such training opportunities will help the Council achieve its overall objectives.

### **Review of the Policy**

This Policy will be reviewed by the Parish Clerk at the end of the Council’s year and any recommendations for changes will be advised to members.

The training opportunities not only change throughout the year, but individual needs change during the year.

- (1) The National Training Strategy 1996
- (2) Accounts and Audit Regulations 1996 as amended
- (3) The Openness of Local Government Bodies Regulations 2014

Policy dated...October 2022.....

Policy to be updated...October 2024.....