

COTHERSTONE PARISH COUNCIL

Training and Development Policy

Introduction

1. Cotherstone Parish Council is committed to developing and maintaining the standards expected from a local council through identifying appropriate training needs and providing appropriate resources for its provision. The Council acknowledges that this policy applies to both councillors and employed staff.
2. The Council accepts the Chartered Institute of Personnel and Development's definition of training as: 'A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.
3. Whilst training is necessary given the need for the Council to comply with all legal and statutory requirements, the Council also recognises that training and development are important in ensuring the Council meets its corporate aims and objectives, and provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.
4. Any employee of the Council will be expected to undertake a programme of continuing professional development in line with the requirements of their role.
5. For any service the Council contracts out, it will seek assurance from contractors that they and their operatives have the training appropriate to the tasks they are contracted to do.
6. The Council commits to identifying the training needs of councillors and staff on a regular basis and will make reasonable financial provision in its budget for training and development, taking advantage of any relevant training provided free of charge by other local authorities, the County Durham and Cleveland Training Partnership, the Society of Local Council Clerks or other organisations.

Training needs

Staff

7. Any employee will be asked to identify their development needs during their annual appraisal.
8. Any training requirements will be reported to the Council, costed and prioritised in the context of the training budget.
9. Should training be needed following the acquisition of equipment or should specialist knowledge be needed which was not apparent at the time of the appraisal, then every effort will be made to secure that training as soon as possible.
10. The Clerk will be required to secure the CiLCA qualification if they have not already gained this prior to their appointment.

New councillors (whether elected, co-opted or appointed)

11. An induction pack is provided to each councillor when they take up office.
12. A training session/guidance on the form and content of meetings is provided to a new councillor by the Clerk during the first three months after taking up their office.

13. New councillors will be encouraged to attend appropriate courses for new councillors run by the County Durham and Cleveland Training Partnership.

Councillors

14. Each councillor will undertake an audit for his or her training needs every autumn and review the extent of the success of any training undertaken during the period since the last audit.
15. The Clerk will analyse the audits and reviews and undertake a costing exercise to implement training needs which the Council will consider during the budget planning process.

Training provision

16. Training will primarily focus on specific topics and areas of work pertinent to local councils and will also encompass other relevant training that will benefit councillors and enhance the professional skills of staff.
17. Training provision will include:
 - In-house provision by the Clerk or a councillor
 - Formal training courses provided either by professional bodies
 - Training courses/seminars/conferences arranged by the Society for Local Council Clerks
 - Training courses/seminars/conferences arranged by the County Durham and Cleveland Training Partnership

Resourcing training

18. The audit and appraisal processes will be undertaken and analysed before the budget process is begun so that an estimate can be built in to the budget.
19. The Council may have to prioritise training given the constraints of the budget.
20. The Council will pay:
 - A subscription to the County Durham Association of Local Councils to benefit from any information from that organisation that may help in the training of its members in their roles and the role and work of the Council
 - The clerk's subscription to the Society of Local Council Clerks to enable him or her to benefit from any training provided by the Society and relevant to his or her professional development.
21. The Council will consider, during the budget process, on the advice of the Clerk, any journals, guides, revisions to standard local council texts etc which should be purchased during the forthcoming year.

Evaluation of training

22. All staff and councillors who undertake training will be asked to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.
23. A yearly summary of councillors' and employees' training is presented to Council.
24. Councillors have the opportunity at each meeting, during the agenda item 'Councillors Reports' to comment on, and exchange views on, any training exercises that they have undertaken.

Policy review

25. This policy will be reviewed at each annual meeting of the Council.