TRAINING & DEVELOPMENT POLICY

Date Adopted	Minute Ref	Review Cycle
03/03/2025	24/192	Bi-Annually

1. Introduction

1.1 The Parish Council is committed to ensuring our councillors and staff are trained and kept up to date with new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

2. Policy Statement

2.1 The Parish Council's intention is to:

- Support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council.
- Regularly review the needs of councillors and employees.
- Plan training and development opportunities and budget accordingly.

3. Training and Development for Councillors

3.1 The Parish Council will offer:

- Attendance at induction sessions (usually held by the Cheshire Association of Local Councils) explaining the role of the council, councillors and the Clerk.
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant.
- Access to relevant courses provided by bodies such as the Cheshire Association of Local Councils (ChALC) as deemed appropriate.
- Expenses for attending briefings, consultations and other general meetings for councillors in the local area.
- Circulation of briefings, newsletters and magazines.

3.2 Councillors will be encouraged to attend training to help them operate and develop as a councillor.

3.3 The Clerk will be responsible for the booking of the training courses, on occasions at short notice with consultation with the chair, in line with the training budget.

4. Training and Development for the Clerk

4.1 The Parish Council will make available:

- Attendance at an induction session explaining the role of the council, councillors, Clerk and other staff.
- Provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.

- Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, (SLCC) the National Association of Local Councils (NALC) and the Cheshire Association of Local Councils (ChALC).
- Subscription to relevant publications, advice services and membership of relevant local council associations.
- Provision of Local Council Administration by Arnold-Baker and other relevant publications, which will remain the property of the council.

4.2 The council will encourage the Clerk to:
- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications.
- Participate in local clerks' forums and events.

4.3 The council will endeavour to support the Clerk's professional development, which could include:
- Financial assistance towards the cost of tuition, examinations and resource materials.
- Allocated study leave.
- Time off for any relevant learning courses or examinations.

4.4 The Clerk will be responsible for the booking of the training courses, on occasions at short notice with consultation with the chair, in line with the training budget.

5. Review of Training and Development Needs

5.1 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.

5.2 Training needs for staff will be identified from:
- Induction and probationary periods.
- One-to-ones.
- Appraisals.
- Specific requests from the Clerk or councillors.

6. Training Budget

6.1 An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs.

6.2 Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

7. Evaluation of Training Efficacy

7.1 All training undertaken will be subsequently evaluated to gauge its relevance and effectiveness. Training will be reviewed considering changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

7.2 The Clerk will maintain a record of training attended by all councillors and staff.

Adopted by Acton Bridge Parish Council on **03.03.2025**
To be reviewed bi-annually