

**Whissonsett Parish Council**  
**Training and Development Policy**

**Approved: 11<sup>th</sup> March 2024**  
**Review Schedule: Three years**

**Overall aim of this Policy**

The Council is committed to the provision of training and development for its members, staff and any volunteers, to help raise the council's profile, fulfil the roles played by its members, staff and volunteers, individually and as a team and maximise the potential of the Council in its role of serving the community.

The Council has an overall strategy to actively respond to the needs of its parishioners. Personal development of members, staff and volunteers will help formulate, guide and facilitate this strategy.

**Budget**

Training needs will vary considerably from year to year and consideration must be given to future training needs when the budget is set.

While the Council is mindful of its costs it also considers that appropriate training can reap financial rewards. Training can be provided through a number of sources and 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, when possible.

**Training Needs**

Training needs for the clerk will be identified as a result of their personal development plans (see below).

Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.

There is likely to be a need for additional training (for new members) following an ordinary election.

## **Appropriate Training and Development**

These are currently identified as:

- Initial Induction Training for all new councillors.
- Chairmanship Course.
- Training Courses for the Clerk – topic specific courses (such as budgeting and data protection) and the Clerk's CiLCA qualification.
- Seminars provided by the planning authority (Breckland District Council) for planning, usually held at the District Council offices.

Additional, role specific training will also be considered.

## **Personal Development Plans**

The Clerk will have a personal development plan which identifies skills and knowledge needs. Training needs are identified from a variety of sources:

- Induction & Probationary periods.
- Appraisal.
- Change of Processes

Council will also encourage the Clerk to identify their own learning styles and will seek to provide access to:

- Attendance at conferences, seminars and short courses.
- Online training.
- Shared in-house learning resources (books, journals etc).
- Time for self-directed research and learning.

The Clerk will be responsible for facilitating the training needs of members both new and experienced – identifying relevant courses or by coaching or mentoring.

## **Responsibilities**

Further and new opportunities for training will be identified, these may be guided by new activities the Council wishes to undertake or by changes in legislation.

Members are encouraged to bring forward any needs they identify for themselves.

Council should identify any situations where volunteers may need training, this includes such things as discussion about risk assessments and training regarding the use of equipment.

All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.

The Clerk will maintain a record of training undertaken by current staff and councillors.

### **Review**

This policy will be reviewed every three years, but additional review may be needed if circumstances change.

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