

HARLING PARISH COUNCIL

Training and Development Policy

AIM

The Harling Parish Council Training and Development Policy for staff and councillors is in place in order to enable the council to operate and maintain a high level of performance. The council is committed to providing employees and members with the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high quality services, the efficient management of those services and the compliance with and utilisation of, legislative powers.

The council values the time given by its members to their community and can maximise the benefits from that contribution by strengthening their community role.

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, training can also be on a variety of subjects. The council aims to be selective with the training it uses, relevance, and value for money and training provider will be considered. While there is no right for staff to request time of 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 for 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 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. New or existing Clerks are expected to obtain CILCA as a minimum qualification/

Responsibilities

Further and new opportunities for training will be identified by the Clerk, although Councillors and other employees will also be encouraged to proactive in identifying their own training and development needs linked to achieving the aims of the Council. Members are encouraged to discuss any needs they identify for themselves with the Clerk.

These opportunities may be guided by new activities the Council wishes to undertake or by changes in legalisation. The Clerk will be responsible for disseminating information concerning training to members.

The Council is committed to developing employees and members to achieve the objectives of the Council and to regularly review the needs of, and to plan training and development for employees and members.

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

Review

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

Adopted May 2020

Reviewed and Updated February 2021

Clerk