



## Claypole Parish Council

### Training and Development Policy

#### Introduction

- Claypole Parish Council is committed to providing training for both its members, staff and any volunteers to enable them to carry out their duties to the best of their abilities and to ensure they are up to date with all current legislation. This will ensure that the Council's aims and objectives can be delivered as efficiently as possible.

#### Staff Training

- The Council's employees are seen as fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible. Employees are encouraged to be proactive in identifying their training and development needs.
- Induction training is provided for all new employees.
- Each member of staff will receive a staff appraisal (once a year) and this will be an opportunity to discuss any training needs.
- Employees may suggest additional training, at any time, in any of the areas of work they are required to carry out. Any requests should be submitted to the Parish Council for approval.
- Any training and development, key to the Career Personal Development of an individual, will be supported by the Parish Council.
- The Clerk will maintain a record of training undertaken and present this record at their annual appraisal. encouraged to attend relevant local meetings such as Clerks forums and briefings;
- The Clerk will be provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council;  
The Clerk will be entitled to paid study leave in order to work towards the qualifications

#### Councillor Training

- The Council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.
- New Councillors will be issued with:-
  - copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant;
  - given an electronic copy of the Good Councillor Guides
  - emailed all updates and newsletters which the Clerk receives and deems relevant;
  - encouraged to attend a Lincolnshire Association of Local Councils Roles and Responsibilities training course;
  - circulated any other training course details which may enhance their position.

- The Chair and Vice Chair are also encouraged to attend the Chairmanship course upon their election and acceptance to office
- Councillors will also be expected to undertake specialist courses as need arises, and dependent on any specific responsibilities that are allocated to them.
- Individual training requirements will be discussed with Councillors.
- A record of all training attended by members will be kept and publicised via the Council's website.

## General

- Membership of County Association and SLCC  
The Council will retain membership of the Lincolnshire Association of Local Councils and SLCC in order that all training opportunities can be accessed
- The Council is a member of the Lincolnshire Association of Local Councils and has full access to its training
- The Council will set aside an adequate training budget each year to meet training needs for staff and councillors.
- All Councillors and Staff are expected to take responsibility for identifying their individual training needs.
- All Councillors and staff are encouraged to attend conferences and training events as appropriate to the Councils needs and responsibilities
- Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.
- The Council will take note of any matters which should be pursued as a result of training attended, and where best practice procedures should be implemented or updated as a result.

Document Control	
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