



Hale Parish Council Training and Development Policy

1. Purpose

Hale Parish Council is committed to the training and development of its staff and members to equip people with the necessary skills, knowledge and ability to enable the council to fulfil its objectives and overall strategy.

Training is undertaken in the light of an individual's development needs aligned with the aims of the council and the needs of the parish it serves.

A training budget is set and reviewed each year to enable this to take place.

2. Process

Any member or employee may request training at any time. Requests should be made to the Personnel committee, who will determine whether the training can be attended, and will encourage reasonable training to be undertaken by all within the budget available.

Employees will have a training and development plan included in their annual appraisal, which will be agreed jointly, aimed at improving and developing the employee's ability and skills in their role to the benefit of the council and the parish.

The Clerk will make members aware of training opportunities.

3. Resources

All staff and members will receive an induction on starting/joining the council and undertake at least 12 hours or 12 CPD points of training per year.

All new members will be provided with a copy of the Standing Orders, Financial Regulations, Code of Conduct, Good Councillors Guide and current policies in force at the time.

Training may be:

- internal by other members or staff
- through an external provider, either free or at a cost
- web based, either free or at a cost
- mentoring or coaching internally or externally.

Each year a budget will be set for training as part of the annual budget process. It will be reviewed annually in the light of new staff and members joining and of the council's strategic plan and objectives.

Staff and members are encouraged to take advantage of all relevant free training opportunities.

Payment of fees for training and travel costs for all and time off work for staff are at the discretion of the Personnel committee who will control the training budget.

All members and staff will have equal access to training.

4. Subject matter

Training is encouraged in all aspects of council work.

Staff and members should be aware of their legal obligations, to include health & safety, employment regulations, equality and diversity, local government legal and financial regulations.

Training is also encouraged in other areas in which staff and members work eg planning, tree care, fundraising, handling people, community engagement, and public speaking.

These lists are not exhaustive and all relevant training is encouraged.

5. Review

Following attendance at any training a brief summary will be reported to the council at the next full meeting. If appropriate full information will be disseminated to those to whom it would be useful.

A training record for each member of staff and councillor will be held by the Personnel committee and the documentation obtained from each course will be kept by the Clerk for future reference.

Additional information

For further information, please contact Amanda Johnson, Clerk and Proper Officer.

Next review date

February 2023

Amendment record

Version 1: Initial Issue