

# Training & Development

Policy Document – Version 1.0



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# Thurcroft Parish Council

## TRAINING AND DEVELOPMENT POLICY

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### 1. Aim

Thurcroft 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.

### 2. Council's Commitment

- To develop employees and members to achieve the objectives of the Council.
- To regularly review the needs of, and to plan training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

### 3. Training Needs

#### Employees

- Induction training and an employee's folder will be provided for new members of staff
- Contracts of employment and job descriptions will include details of the council's commitment to training



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- Current or any new clerk to hold CiLCA or equivalent. Clerk to be a member of the Institute of Local Council Management (ILCM) and the Society of Local Council Clerks (SLCC)
- Training undertaken to be no less than the minimum requirement of Continuous Professional Development
- Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council
- Relevant additional training may be requested or required at any time
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the council
- Attendance of relevant local meetings such as Clerks forums and briefings

### **Council Members**

- Members folder will be provided for all newly elected members setting out the council's policies and procedures
- Given a copy of the Good Councillor guide
- Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- Newly elected members are encouraged to attend the YLCA's 'Off to a flying start'
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training may be provided on an ad-hoc basis
- The Chairman and Vice Chairman are also encouraged to attend the YLCA conference
- Chairman course upon their acceptance of office.

### **Training Resources**

An annual budget will be set for employee training and councillors training.



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All employees or members attending training may claim travel expenses in line with the current policy.

The council will ensure that membership fees for YLCA, ICCM, NALC and SLCC are included annually in the budget.

Training Providers for both employees and councillors include:

- Society of Local Council Clerks
- Yorkshire Local Councils Association
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities

### **Common Resources**

Subscriptions to relevant publications and access to advice services of NALC, YLCA, SLCC and ICCM.

Relevant publications such as Arnold Baker on Local Council Administration (Tenth Edition) and Local Council's Explained by Meera Tharmarajah for reference and use by the whole Parish Council.