

# Calne Without Parish Council

## TRAINING AND DEVELOPMENT POLICY

Calne Without Parish Council (The Council) is committed to encouraging members of council and its clerk to enhance their career and qualifications, skills and knowledge by further training. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and be subject to availability of financial resources. A record, and proof, of training for each individual will be kept by the clerk.

The Council will review the training budget annually to ensure that it meets the needs identified through the Council's wider strategic plans and work programmes.

In an election year the Council may consider increasing the budget to allow sufficient training for all councillors.

### **Training Objectives**

- To provide suitably trained, qualified and motivated members and employees for the Council at the right time and level.
- To provide facilities for training and retraining to meet the changing needs of the Council.
- To provide members and employees with a greater understanding of the purpose and working of the Council and their part in it and to foster the development of job satisfaction and positive attitude towards personal development.

### **Identification of Training Needs**

Members and employees should have regard to the following when considering training needs:

- Workload implication of training.
- The capabilities of the applicant to benefit from the training.
- The members and employees past attainments if the application is for continued academic sponsorship.
- The most economic and effective means of training.
- The provision and availability of a training budget.
- Priority of each individual member or employee's need with regard to budget.

## **Training Schemes**

Training courses are to be financed from the Parish Councils training budget.

It is expected that members and employees undertaking qualification training will attend the nearest venue offering the required course at the appropriate level.

### **Approval for attendance at a training course**

- The Clerk holds a £1500 training budget to be spent on training throughout the financial year. The clerk is delegated to allow spending of this training budge without prior approval of full council.
- Following a request to book a training course the Clerk must consult the HR committee, if there is no opposition to the booking within 48 hours then the Clerk is authorised to book the course.
- In the event that the training budget is running low on reserves and a number of Councillors and/or the Clerk wish to attend the training it must be established who is in the best place to attend the course and cascade the training to the rest of the Council.