



# Calne Without Parish Council

## TRAINING AND DEVELOPMENT POLICY

Calne Without Parish Council (The Council) is committed to encouraging members of council, its clerk and volunteers 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 Councils wider strategic plans and work programmes.

In an election year the Council may consider increasing the budget to allow sufficient training for all councillors, staff and volunteers where required.

### **Training Objectives**

- To provide suitably trained, qualified and motivated members, employees and volunteers 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, employees and volunteers 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.
- If not already held to support the Clerks professional development to gain CILCA qualification

### **Training expectations**

Employees who are members of SLCC (Society of Local Council Clerks) should follow the guidance in the Continuous Professional Development Scheme published by the SLCC. As a minimum the Clerk should achieve 12 CPD points per year.

It is expected that members complete at least 2 training events each year in order to ensure up to date knowledge and continuous advancement.

### **Identification of Training Needs**

The HR committee will have overall oversight for assisting members in identifying training needs and identifying suitable opportunities.

Staff members training needs will be identified during the appraisal process and routinely throughout the year.

Members, employees and volunteers 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, employees and volunteers 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, employee's or volunteers need with regard to budget.

### **Monitoring of Training**

The clerk will hold a record of all training completed by Staff, Councillors and volunteers. Evidence of training to be provided to the Clerk for completion of the records.

### **Training Schemes**

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

It is expected that members and employees and volunteers 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 training budget which is set annually to be spent on training throughout the financial year. This budget is set according to the identified training needs for the council. The clerk is delegated to allow spending of this training budget 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.