



Langton Matravers Parish Council

Training and Development Policy

Introduction

The Council is committed to maximising both individual contribution and potential and collective endeavour, for the benefit of the community. It understands the importance of both staff and councillors being up to date with the latest relevant legislation and changes in government at all levels and being able to carry out the duties and responsibilities of their respective roles. The Council is responsible for monitoring training needs and for budgeting and provision of training and development for staff and councillors. It encourages access to this training wherever appropriate in the best interests of the Council and community.

Aims of Training

- To provide Continuing Professional Development (CPD) for the Clerk and other staff, to enable them to fully carry out their roles, responding to changes in legislation and maintaining high standards of performance.
- To provide induction for both staff and Councillors to familiarise them with legislation and proper practice, and to enable them to carry out their roles effectively.
- To provide ongoing updates and specific skills training for Councillors or committees with 'portfolio' roles (eg. Finance, Environment).
- To provide training directly relating to the Council's aims and objectives, so that projects and plans for the benefit of the community can be effectively forwarded.
- For staff and Councillors to develop confidence in their roles, and share examples of good practice with other Councils and the wider community.

Training Strategies

a) Staff.

- Provide induction training by retiring staff (if possible.)
- DAPTC and or SLCC training for new and 'nearly new' staff.
- Encourage Clerk to attend DAPTC annual Clerks' Seminar and other networking opportunities.
- Staff Annual Appraisals, carried out by the Clerk or the Council's Staff Employment, Discipline and Complaints Committee, at which training needs can be discussed/approved.
- Staff can request training opportunities as offered by DAPTC, SLCC or other bodies as appropriate, especially when new legislation or changes in Local Government organisation affect the role (eg GDPR update).
- Staff may be asked to attend training relevant to particular objectives of the Council.
- As soon as is reasonable, the Clerk should do CiLCA or above.
- The Clerk should record all training undertaken while in post; this shows evidence of the Council's investment in staff and CPD, and can be used to review the Council's training strategy.

b) Councillors.

- All new Councillors should be provided with a 'welcome pack' with key documents including Standing Orders, Code of Conduct, Register of Interest forms, NALC's Good Councillors Guide and Being a Good Employer. Their attention should be drawn to the set of Council policies on the website, or alternatively they can read hard copies in the office.
- All new Councillors should be encouraged to attend induction training.
- Clerk and Chair will recommend training opportunities for experienced councillors as appropriate. These might relate to a specific role within the Council, or to a project in the Council's annual Action Plan.

Funding

The Council provides a training budget, including costs of relevant publications and training courses. The budget should also include, for staff, the time spent if outside normal allocated hours, and transport expenses as appropriate.

Councillors may also claim expenses for travel. These are approved by the Council and recorded in the accounts under a 'Training' heading. The budget required for training each year is discussed and agreed by Council as part of the overall annual budget-setting process, though individual requests for training need not be limited to this period.

Review

Those in receipt of training are encouraged to feed back to the Council on the content and value of their experience. Hard copies of training papers may be kept at the Parish Office as a source of information for all.

The Clerk will maintain a record of both staff and councillor training, and the Policy and Governance Committee may wish to review the list to see which areas of training have been beneficial and which less so in terms of Council outcomes.

Adopted by Resolution of the Council, 10th May 2018

Revised and approved by resolution of the Council, 9th May 2019