

# Chapel Allerton Parish Council Training & Development Policy.

Adopted on 4<sup>th</sup> September 2023.

## Introduction:

Chapel Allerton Parish Council is committed to provide a level of training for both its Councillors and Clerk, to facilitate the undertaking of their respective roles. To support this, funds are allocated to a training budget each year.

## Training & Development Needs:

Training requirements for Councillors will usually be identified by themselves, the Chairman and the Clerk. Opportunities to attend training courses, will be investigated by the Clerk and shared with the full Parish Council.

Training needs for the Clerk, may be identified from.

- a) Induction and probationary periods
- b) One to ones
- c) Appraisals
- d) Change in legislation
- e) New or revised qualifications becoming available
- f) Complaints to the Council
- g) Professional error

The Clerk will maintain a record of training attended by all Councillors and the Clerk.

The Parish Council will pay an annual subscription to Society of Local Council Clerks (SLCC) and Somerset Association for Local Councils (SALC) to enable Continuous Professional Development (CPD).

## Budgeting for Training

At the annual budget review, the Council will always wish to make decisions about training in the context of overall Council finances. The Council has made a commitment to invest in its people and will ensure, wherever possible, sufficient funding is made according to the needs identified.

## Areas of Training

Training and Development can be broken down into different categories to assist in understanding

### Induction

Each new employee, Councillor and Volunteer will be provided with information and instruction about how the Council operates; Financial Regulations, Standing orders & the Code of Conduct. All documents are available on the Chapel Allerton Parish Council website.

### Councillor Training

In addition to Councillor Training, Councillors have the opportunity to attend other courses ie Finance or planning. The Clerk will make all Councillors aware of available training events.

### Qualifications

The Council will provide training and further education in pursuit of qualifications for employees where a clear link can be made to meet service objectives. It is the Council's policy to link training and further education to external national standards wherever appropriate. ie CiLCA or IICA

### Computer Training

Should computer training be necessary, the best use of in-house or online training will be considered in the first instance before the use of external trainers.

**This policy will be reviewed on an annual basis at the Annual Parish Council meeting as a minimum.**