

Church Fenton Parish Council Training and Development Policy



Introduction

Church Fenton Parish Council is committed to ensuring Councillors and the Clerk are equipped with the knowledge and skills necessary to fulfil their roles effectively. Training is necessary to ensure legal compliance and effective governance. This policy outlines the Council's approach to training and development.

Even with a small team, training keeps our Council informed and effective. This policy helps us identify how our two staff (and volunteers if engaged) and our councillors can develop new skills, stay up-to-date on regulations, and better serve our community.

Commitment

The Council recognises the importance of continuous learning and will:

- Allocate a training budget each year.
- Encourage Councillors and the Clerk to identify their training needs.
- Facilitate access to relevant training opportunities.
- Review the effectiveness of training provided.

Training Needs Identification

- Induction and probationary periods
- New councillors
- New volunteers
- Appraisal
- Annual Council plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's record with the Council.

Version	Date	Minute	Comments
1.0	11 July 2024	24/41	

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Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and paid time for these. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Responsibilities

- **Councillors:**
 - Identify their individual training needs.
 - Participate in training opportunities as agreed with the Council.
 - Utilise the knowledge and skills gained from training to benefit the Council.
- **Clerk:**
 - Identify training needs for the Clerk and Council.
 - Source and propose relevant training opportunities.
 - Administer the training budget.
 - Report on the effectiveness of the policy to the Council.

This procedure which will be reviewed from every two years. (Next review date: July 2026)

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