

**SELLING PARISH COUNCIL**  
**TRAINING & DEVELOPMENT POLICY**  
**for employees and councillors**

**The Parish Council's Commitment to Training & Development**

Selling Parish Council aspires to be a first-class council<sup>1</sup>. In order to achieve and maintain this level of performance Selling Parish Council is committed to providing employees and councillors with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and councillors are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and to be kept informed of all new legislation.

The Council values the time given by its councillors to their community, and needs to maximise the rewards from that time by ensuring that its councillors understand and enjoy their role in the community.

The Parish Council will commit itself to the following:

- To develop employees and councillors to achieve the objectives of the Parish Council
- To regularly review the needs of, and to plan training and development for employees and councillors
- To regularly evaluate the investment in training and training budgets

**Identifying Training and Development Needs**

**Employees**

- A contract of employment and job description will include details of the Council's commitment to training
- SLCC membership will be provided for The Clerk
- The current or any new Parish Clerk to hold or agree to undergo training for the Certificate in Local Council Administration (CILCA)
- Training provided to be no less than the minimum requirement of Continuous Professional Development
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Parish Council
- Relevant additional training may be requested at any time

## **Councillors**

- An induction folder will be provided for all newly appointed councillors setting out the Parish Council's policies and procedures
- An induction session with The Clerk
- Training requirements for councillors will usually be identified by the Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the parish council.
- Newly appointed councillors are encouraged to attend the Dynamic Councillor Training course
- All councillors are encouraged to attend a Data Protection training course
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training will be provided as required

## **Training Resources**

An annual budget will be set for employee and councillors' training. All employees and councillors attending training may claim travel expenses.

In order to evaluate training, staff and councillors are required to report on the training attended. This can either be verbally or by written report and advise of anything learned that the parish council can use and implement in the future. They should evaluate how successful and appropriate the training has been. The purpose of the feedback is to provide shared learning across the organisation which provides both training benefits and represents value for money.

## **Training Providers**

Training providers are for both employees and councillors:

- Kent Association of Local Councils or other County Associations
- Society of Local Council Clerks
- National Association of Local Councils
- In-house – if the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend
- Other professional trainers with appropriate knowledge of local authorities

Policy adopted:

Minute reference:

- 
- <sup>i</sup> Selling Parish Council is registered for the Foundation level of the **Local Council Award Scheme**