



## **CROMHALL PARISH COUNCIL**

# **TRAINING & DEVELOPMENT POLICY 2022**

Reviewed and approved 11<sup>th</sup> May 2022 item 9a

## **Introduction**

This document constitutes the council's training and development policy. It sets out:

- The council's commitment to training and development.
- The identification of training and development needs.
- Financial assistance.
- Evaluation of provision.

## **The objectives of this policy are to:**

- Encourage councillors and staff to undertake appropriate training and development.
- Allocate training in a fair manner.
- Ensure that all provision is evaluated to ensure value to both the council and individuals.

## **Council commitment to training and development**

Cromhall Parish Council consists of seven elected Councillors and employs one part-time Clerk/RFO. The council supports councillor training and ensuring its staff undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

Providing training and development realises a number of benefits:

- Improves the quality of services and facilities that the council provides.
- Enables the council to achieve its aims and objectives.
- Improves the skill base of both staff and councillors.
- Improves the effectiveness and efficiency of the council team.
- Demonstrates that both staff and councillors are valued.

Training and development will be achieved by including a realistic financial allocation in the annual budget. The adoption of this training and development policy will achieve many benefits for Cromhall Parish Council and assist council to achieve its aims and objectives through continuing professional development and enhancement the skills of both councillors and staff.

## **Identification of Training and Development Needs**

Training and development needs will be identified by considering the overall objectives of the council alongside the requirements of the individuals. Appropriate training and development will be planned and organised to meet these specific needs and its effectiveness will be evaluated.

Staff will be asked to identify their training and development needs as follows:

- On appointment.
- During regular meetings with the Council.
- Appraisal.



Councillors will be asked to identify their training and development needs:

- On election/co-option.
- At any point during their tenure.
- As a result of parish council and/or group meetings.
- In conversations with other councillors and/or the clerk.

Other circumstances that may present the need for training and development to meet legal responsibilities or the council's requirements may include:

- Legislative requirement – HR, H&S etc.
- New or revised qualifications.
- New working methods and practices.
- Professional errors, complaints or accidents.
- Introduction of new equipment.
- Equality of opportunity and requests from councillors or staff.
- Quality council award.
- Good governance and effective risk management.

Both staff and councillors will be required to attend training courses, workshops or seminars where suitable provision is identified. Staff and councillors who wish to be nominated for training and development should discuss this with the council who will approve the training and development subject to its relevance to the council's needs and/or service delivery.