

GAYDON PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY

Purpose and scope

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and councillors

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- Annual plan
- Change processes
- Parish Council Meetings
- Councillors taking on new responsibilities

In addition, the council will encourage staff and councillors 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
- Time for self-directed research and learning
- WALC run training courses

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 time involved

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles

1. Recommended Training

Gaydon Compton Parish Council has identified recommended training course that are required for new councillors and staff

Where possible, these should be completed within the first six months of office

Some recommended training may be specific to a particular role whilst other training may be a generic requirement. Examples of recommended training include:

Generic Training

- WALC Introduction to Local Councils e-learning course
- WALC Introduction to Planning e-learning course

Specific Training (for example)

- Risk Assessment training for specific councillor responsibilities
- WALC Clerk's Toolkit courses including Audit preparation and financial planning for new Clerks

2. Desirable Training

A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

- Certificate in Local Council Administration (CILCA)
- Cemetery Legal Compliance

3. Optional Training

An optional qualification or optional training may not be directly linked to the individual's current role. Optional training or development is generally more beneficial to the individual's career than it is for the council

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'

Guidance for support

Support for qualifications, training and personal development will include the cost of tuition and travel. Any financial and non-financial support to training and development is entirely at the discretion of the council

The council reserves the right to reclaim financial support where the employee/ councillor:

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course
- Fails to complete the training
- Fails to attend training without good reason

Version Control

Version 1: 2021 original document

Version 2: 2024 Reviewed

