

WIGGENHALL ST GERMANS PARISH COUNCIL

Adopted March 2020

Reviewed Jan 2026

TRAINING AND DEVELOPMENT POLICY

POLICY STATEMENT

Wiggenhall St Germans Parish Council recognises that well-trained and informed officers, councillors and volunteers promotes good work practice and fosters effective community engagement. As primarily a voluntary organisation, the Council values the time given by members and this policy aims to optimise the training by equipping them with the necessary training to be effective in their role.

Commitment

The council commits to training and continual professional development (CPD) and will provide a budget to pay for training and expenses associated therewith. The budget is not limitless and as such training will be prioritised by the council to ensure in order that officers and cllrs are trained and knowledgeable with how to fulfil the statutory responsibilities of their roles.

The Clerk is expected to be CiLCA qualified (or show the commitment to attaining it and will be supported by the council to do so). The Clerk is also expected to maintain a program of CPD to meet the minimum expected by the Society of Local Council Clerks (SLCC) to ensure that they remain current with legislation, procedures and best practice; the Council will support that by paying for SLCC annual membership subscription.

The council commits to offering every new councillor the opportunity to undertake the generic cllr training such as the 'Being and Effective Councillor' course provided by NALC.

Training Needs Analysis

Training needs analysis will assist in determining and prioritising training in the following ways:

People:

- This will consider the individual roles and responsibilities and to ensure major projects are entered into and administrated efficiently.
- Appraisals (employees).
- Result of investigation of complaints.
- Professional error - restoring efficiency and performance.

Organisational:

- Legislative ie Health and Safety related.
- Role – ie Finance.
- Introduction of new equipment.

- Change or new working practices.
- Accidents/Incidents.
- Linked by other council policies eg Equal Opportunities.
- New qualifications.

Employees and members are expected to be proactive in identifying their learning needs and to identify them to the clerk for consideration and to use the membership of NALC and SLCC to identify the optimum training/seminar available to meet the need.

Training, CPD and Resources.

Learning needs can be fulfilled by a myriad of methods and the clerk will assist in determining and directing members appropriately.

- **Induction Training.** The clerk will inform new cllrs of the basic running of the council, documentation to be completed and provide copies or links to the councils' library of orders, regulations and policies and notify new cllrs of available training opportunities and assist with booking.
- **Corporate Training.** The council and committees will ensure all members, including non-council volunteer members are provided with adequate health and safety training, specific training and provided with relevant risk assessments etc.
- **Continuing Professional Development.** This includes attendance on formal courses, attending sector seminars and conferences and reading of sector publications and guidance notes, which cover the majority of changes affecting council operations.
- **Resources.**
 - Online links to informal training and guidance from officially recognised sources such as HMRC, HSE, ACAS Community Action Norfolk etc. Often free or low cost.
 - Training Suppliers such as Norfolk ALC, SLCC and Norfolk Parish Training Partnership. Costs according to course content and time.

Training Recording & Evaluation.

The clerk is expected to maintain a CPD log to be included in the annual performance review process.

Councillors are encouraged to record any training, relevant to their role, that they have attended and CPD log of informal resources accessed for learning.

Personnel attending formal training are expected to provide a report to council on their course so as to assist in the evaluation of the effectiveness of the training and provider.