Lytchett Matravers Parish Council

TRAINING & DEVELOPMENT POLICY

Introduction

The Council as a whole is responsible for monitoring and meeting the training needs of its members and employees, and managing the associated budget.

This document forms the council's Training & Development Policy and sets out:-

1. The Council's commitment to training
2. The identification of training needs for councillors and staff
3. Training budget

Commitment to Training

Lytchett Matravers Parish Council is committed to ensuring that it fulfils its duties and responsibilities to the residents of Lytchett Matravers in a professional manner. To that end the council's intention is that the councillors, clerk and any other workers of the Council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices, and kept up to date with all relevant changes in legislation and procedures. Subject to its approval of requests, the council will procure or provide such training and development opportunities as it deems necessary to achieve these aims. Prospective councillors and employees should be made aware of this policy and the expectations placed upon them contained within it. To support this, funds are allocated to a training budget each year to enable councillors and employees to attend appropriate training courses and conferences.

Councillor Training

Training requirements for councillors will usually be identified by themselves, the chairman or the clerk. Opportunities to attend courses will be investigated by the clerk and brought to the attention of full council.

New council members will be will be given in-house induction training, materials and support when they join the council. This will take the form of a new councillor pack which includes copies of the standing orders, financial regulations, code of conduct and other information deemed relevant. It will also include an expectation to attend the new councillor induction courses provided by the County Association.

Councillors will be given access to and expected to attend on-going development training provided by DAPTC, the Principal Authority, NALC or any other appropriate organisation - especially where it' content is specific to a particular role a councillor undertakes – e.g. chairmanship, the planning process, fundraising, projects, etc.

Expenses incurred in attending such training events will be reimbursed.

Employee Training

The clerk is expected to keep up to date with developments in the sector and highlight to the council any new training requirements.

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New employees will be given in-house induction training, materials and support on or before commencing their duties, as appropriate.

Employees will be encouraged to identify and discuss their ongoing training needs relevant to the proficient discharge of their duties - such as IT, data protection, finance, health & safety, understanding the planning system, etc. This will be identified through regular training needs assessments.

The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CiLCA); and the Council will provide appropriate training, support and resources to enable this to be achieved. The Clerk will be encouraged to become a member of the Society of Local Council Clerks (SLCC) which provides on-going training for its officer members. This commitment could extend to membership of the Institute of Local Council Management, and the CPD required to maintain membership of the Institute.

Employees will be encouraged to take part in other training events as provided for by the County Association, SLCC, NALC or other similar organisations which are relevant to their office. Time will be allowed and remunerated for attending any such training. Expenses incurred in attending such training events will be reimbursed.

Training Budget
The training and development commitments identified above will be achieved by including a realistic financial allocation for training and development in the council's annual budget.

The council will meet the annual subscription to the Society of Local Council Clerks (SLCC), and to DAPTC (Dorset Association of Local Councils), and to relevant publications and advice services.

Record Keeping

- Attendance at training events will be recorded in the minutes of council meetings.
- A formal personal record will be maintained of all training undertaken by each member and employee.

Policy Adopted 19th December 2018, Lytchett Matravers Parish Council

Reviewed March 2025

Next review date: March 2028