



Controlled Document

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Training/Learning and Development Policy

Safeguarding policy for ensuring the Council is compliant with training/learning and development of its members and officers.

INTRODUCTION

Lenham Parish Council is committed to the training and development of its councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and visions in accordance with the Council's constitution, as well as ensuring it is kept up to date with all new legislation.

To support this, funds are allocated to a training budget annually to enable staff and councillors to attend training and conferences relevant to their office.

Prospective councillors and applicants for the post of clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

POLICY STATEMENT

Lenham Parish Council is committed to the ongoing training and development of all Councillors and employees. We aim to ensure that all duties and responsibilities are fulfilled to residents professionally.

Lenham Parish Council recognises that its most important resources are the staff and councillors and is committed to encouraging both to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

TRAINING AND DEVELOPMENT ACTIVITY

Lenham Parish Council consists of 13 councillors and employs a full-time clerk and RFO(Responsible Finance Officer) and a full-time deputy clerk and RFO.



IDENTIFICATION OF TRAINING NEEDS

Employees will be asked to identify their development needs with advice from their line manager during their appraisal or regular meetings. Any employees who wish to be nominated for a specific training course should discuss this with line management/councillors to ensure it is relevant to the council's needs and/or service delivery.

An induction pack will be sent to any new councillors with all relevant information for their new role. It is recognised that it may be difficult for some councillors to attend training because of work commitments. However, councillors will still be encouraged to do/ take part wherever possible.

RESOURCING TRAINING

An allocation will be made in the budget each year as required to enable reasonable training and development. The council will also consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks (SLCC) which has a wide variety of excellent training courses and conferences. Any purchases for relevant resources such as publications will be considered on an ongoing basis.

LINKING WITH OTHER COUNCIL POLICIES

- Equality of opportunity in all aspects of member and counsellor development.
- A training policy and training record for both members and staff is a requirement for the accreditation of the National Local Council Award Scheme.
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management.
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety, so it is embedded throughout the authority.
- Undertaking training is a clear indication of continuing professional development.

REPORTING ON PROGRESS

The Parish Clerk will report annually to the council, or relevant committee, detailing attendance at training over the year, as well as the inclusion of the members and staff evaluation of courses attended. There will also be a record of this saved to document all training and when it was taken.



CORPORATE TRAINING

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

CONCLUSION

The adoption of a training and/or learning and development policy should achieve many benefits for the council. It will assist in demonstrating that the council is committed to continuing professional development and enhancing the skills of both elected members and staff.

ALTERNATIVE FORMATS

Equality Act 2010: Lenham Parish Council as a committed and compliant Local Authority to all aspects of Equality Legislation will make every effort to ensure that access to material, including this policy is available in alternative format.

Please contact clerk@lenhamparishcouncil.org.uk

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's website – www.lenhamparish.org.uk . Copies of this document will be available for inspection on deposit in the Council Office.

