



# **TRAINING AND DEVELOPMENT POLICY FOR MEMBERS AND STAFF**

Approved: May 2020  
Review Date: May 2022

## **1. COMMITMENT TO TRAINING AND DEVELOPMENT**

- 1.1 Kimpton Parish Council is committed to providing members and staff with the necessary training and development opportunities to ensure the Parish Council can meet its aims and objectives.
- 1.2 Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance. All will be given encouragement and support to achieve their potential.
- 1.3 Kimpton Parish Council encourages members and staff to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to requirements within council policies and the achievement of stated aims and objectives.
- 1.4 The Council will take action to identify needs, train and develop individuals on election or recruitment and throughout their term of office or employment.
- 1.5 Kimpton Parish Council will regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness.

## **2. IDENTIFICATION OF TRAINING NEEDS**

### **2.1 Members:**

- All new elected members will be given a copy of the member's handbook setting out the Parish Council's policies and procedures.
- All new members will attend Induction Training as soon as possible after election and will be expected to attend training relevant to their office.
- All future newly elected or potential Chairman of Council or Committees are authorised to attend Chairmanship Training.
- Members who wish to acquire or refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hoc basis.

### **2.2 Staff:**

- All new members of staff will be given a copy of the staff handbook setting out the Parish Council's policies and procedure.
- All new members of staff will attend Induction Training as soon as possible after appointment.

Kimpton Parish Council  
Training and Development Policy for Members and Staff

- Staff are encouraged to be proactive in identifying their own training and development needs linked to the aims of Kimpton Parish Council and the contribution of the individual employee.
- Staff who wish to acquire or refresh their skills/knowledge can request to attend authorised courses at any time during their employment.
- Staff are to be provided the opportunity to complete Continuous Personal Development; this will be identified at the annual appraisal.

### **3. TRAINING RESOURCES**

3.1 Kimpton Parish Council is committed to ensuring its members and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training and development budget for members and staff. This budget will be greater in an election year to allow for new councillor's courses and will be reviewed annually within the budget process.

3.2 Authorised courses and events for members and staff are from the following providers:

- ✓ National Association of Local Councils
- ✓ Hertfordshire Association of Parish and Town Councils
- ✓ Society of Local Council Clerks
- ✓ Three Rivers District Council
- ✓ Hertfordshire County Council
- ✓ Recognised agencies providing training for local authorities ✓ In-house organised training

### **4 TRAINING REPORTS**

4.1 An annual summary of training and personal development will be recorded on the appraisal record for the individual.

4.2 A summary of member training will be retained on file.