

# NETTLEHAM PARISH COUNCIL

## TRAINING & DEVELOPMENT POLICY



### 1. Commitment to training

Nettleham Parish Council recognises the value of learning and that it plays an essential role in:

- Achieving and sustaining the high standard of performance expected of the Council;
- Ensuring that the Council's aims and objectives are delivered effectively.

The Council also believes that it is important to train its staff and Councillors to enable the Council to:

- Carry out its functions in an appropriate, effective and professional manner;
- Operate in line with the Council's power and duties;
- Consider and respond to the needs of the residents of Nettleham;
- Identify and respond to changes in legislation and recognised good practice.

The Council's training requirements will be assessed annually. A training budget will be identified as part of the budget setting process and included in the Council's annual budget. The Council will also review its membership of the Association of Lincolnshire Training Scheme, annually.

Councillors and all staff will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of the Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them; and
- Training which will include attendance at conferences, courses, briefings and seminars.

### 2. Identification of training needs

Staff training needs will largely be identified, by the Clerk and Chairman, as part of the Council's annual appraisal system although training requests, will be considered throughout the year. Consideration may also be given to providing training to the Council's volunteers, in fulfilment of their role.

### 3. Staff training will include:

- Paid release from work commitments to undertake training;
- Paid expenses in order to attend training – including refreshments provided;
- Training and certification in accordance with all legal and statutory requirements according to their role;
- An induction and Health and Safety training identified for their specific role.

The Clerk will hold the Certificate in Local Council Administration or obtain it within 12 months of taking up the position;

### 4. Training for Councillors:

- New Councillors will be given a New Councillor Pack on joining the Council;
- New Councillors will be encouraged to undertake New Councillors Training provided by Lincolnshire Association of Local Councils within 6 to 12 months of acceptance of office;
- Existing Councillors will be encouraged to attend 'refresher training' during their four year term;
- Specific training based on need and an individual's role will be reviewed annually.

In the event that the whole Council requires training, or in response to the introduction of new legislation, this will be arranged by the Clerk, as appropriate.

**Approved at the Meeting of the Parish Council – 14 Jan 2020.**

**Reviewed and approved at the Annual Meeting of the Parish Council – 31.05.22**

**Reviewed and approved at the Annual Meeting of the Parish Council – 16.05.23**

**Review Date: 31.05.2024**