

**STREET PARISH COUNCIL**  
**Training and Development Policy**

**Approved: 7 May 2024**

**Reviewed: 15 July 2025**

**Next Review: May 2026**

**Note:**

This Policy will be reviewed annually by the Policy & Finance Committee who have delegated powers, approved by Council, to approve policies. The Staffing Committee and Clerk will be consulted in the process.

**Introduction:**

Street Parish Council aims to provide an efficient and effective high standard of service to the residents of Street. To achieve this aim, the Council is committed to training and development of its Members, staff and volunteers to enable them to undertake their respective roles for the benefit of the Parish Council, the community, and the individual's personal development.

This policy sets out the responsibilities of all parties and actions required to enable the Council to achieve its objectives and sustain them in the future.

**Aims and objectives:**

The Parish Council's training and development objectives are set out below:

1. To improve the understanding of its Members, of their role as a local councillor, the powers available to the Parish Council and how best to utilise council resources for the benefit of the residents of Street.
2. To provide the necessary training and development to its staff to ensure that they can undertake their respective roles.
3. To ensure an acceptable level of succession planning and contingency to:
  - Ensure the Council can operate effectively following local elections and potential changes to Council membership.
  - Ensure the Parish Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc.); and
  - Ensure the Council is successful in obtaining National Association of Local Councils (NALC) Local Council Reward Scheme status.
4. To commit to the training and development of all volunteers and to have a supervision and support process in place to ensure that volunteers can undertake their roles effectively. To ensure equality with paid workers in accessing training and development opportunities.

**How the aims and objectives will be achieved:**

To achieve the desired objectives, the Council has identified the following required actions:

<b>Council Responsibility:</b>	
Parish Council to allocate a training budget to cover the provision of membership of professional associations, training activities, attendance at conferences and training publications for members & staff.	Annually
<b>Council Training:</b> The Clerk, or other Officer so delegated by the Clerk, will be responsible for sharing relevant training courses with Councillors, administering the necessary booking requirements and recording all training undertaken.	
All councillors are provided with an induction pack which includes a link to the Good Councillor Guide, a copy of the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.	On appointment
All councillors shall be required to undertake Councillor Essential training delivered by Somerset Association of Local Councils (SALC) which incorporates roles and responsibilities and governance and finance; along with standards of good behaviour, good governance and best practice and refresher training for the Parish Council as a whole.	After appointment
All Councillors are encouraged to undertake localised training by SALC as required to support them in their role.	Annually
All Councillors are encouraged to attend conferences, regional meetings and training events as appropriate to further their knowledge and for the benefit of the Parish Council as a whole and for the benefit of themselves as a Member.	Annually
<b>Staff Training:</b> The Clerk will be responsible for managing the training and development of staff members and undertaking their annual appraisal. The Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses. The Staffing Committee will be responsible for managing the training and development of the Clerk, and undertaking the Clerk's annual appraisal in line with the agreed procedure.	
All new staff members to undertake Induction Training and any mandatory training relevant to their role, i.e., Health and Safety, Fire Safety.	On appointment
All Officers to undertake staff appraisals to develop training needs.	Annually
Officers are encouraged to undertake the following qualification, as appropriate for their role: - Introduction to Local Council Administration (ILCA) - Certificate in Local Council Administration (CILCA)	Ongoing

- Financial Introduction to Council Administration (FILCA) - Diploma in Markets Administration (DMA) - Traffic Management for Community Events (TMCE)	
All staff are encouraged to read sector relevant publications and keep up to date with local and national issues.	Ongoing
Officers are encouraged to attend training relevant to their individual posts and engage with training and briefings through SLCC and SALC.	Ongoing
<b>Volunteer Training:</b>	
Training for Volunteers will be based on their needs on appointment and will be reviewed by the Clerk. It will consider the work they undertake and equipment they are expected to use.	As and when required.

#### **Identification of training needs:**

Training and development needs will be identified from a variety of sources including:

- Annual Appraisal
- Induction and probationary periods
- Line management meetings
- Team meetings
- Change processes
- Annual plan
- Workplace accidents
- Workplace breaches of policy/practice
- Workforce planning
- Health and Safety Audit (annually)

#### **Training Facilities:**

The Council will make available facilities to employees to enable them to:

- Attend approved daytime training courses or courses held wholly or partly outside office hours.
- Study by way of correspondence and online courses if available.
- Have provision of a study area at the Council offices for agreed study during working hours.

#### **The Council will meet the cost of reasonable expenses for:**

- Salary and other contractual benefits.
- Course and examination fees – failure to attend a pre-booked course may result in the employee paying towards the cost of the course.
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government Services Pay and Conditions of Service - it is expected that all employees will use the cheapest form of transport available.

### **Study Material**

All essential reading material purchased by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged the full replacement cost.

### **Examinations**

Paid leave for pre-examination study and to sit examinations will be granted as appropriate. All requests for study leave will be considered, on their merit, by the Line Manager/Chair of Staffing.

### **Training Requests**

All staff have the right to request training, and each case will be considered on its own merit.

- Requests must be made in writing to the Line Manager/Chair of Staffing who will forward them to the Full Council if necessary.
- Requests for vocational training MUST be approved by the Staffing Committee

### **Repayment of Training Costs**

- Except in the case of redundancy, if an employee leaves the employment of the Council, within two years of receiving training paid for by the Council, Street Parish Council reserve the right to require the individual to repay the cost of the course.
- Failure to complete a training course due to lack of interest may result in the Council reclaiming the cost of the training and any other costs involved i.e., travel and overtime.

### **Evaluation of Training**

Evaluation of training is critical to the training and development process. It enables the Council to analyse the effects of training to assess whether the training delivered has been effective in meeting its objectives. Evaluation will help identify any gaps in training and ascertain whether the training is engaging to learners and will direct any required changes to the training programme.

Officers and Members will be sent a simple evaluation form to capture data and data from training evaluation will be recorded and reviewed at six months.