



TRAWDEN FOREST
PARISH COUNCIL

Training and Development Policy

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COUNCIL'S AIM

Trawden Forest Parish Council have implemented a Training and Development Policy for staff, councillors and **volunteers** to enable them to operate and maintain a high level of performance. The council is committed to providing employees, members within **and volunteers**, the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff, councillors **and volunteers** will result in the delivery of high-quality services, the efficient management of those services and the compliance with and utilisation of legislative powers.

The council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role. **Volunteers are a very important group and must be well catered for, so that they also feel valued.**

COUNCILS COMMITMENT

Trawden Forest Parish Council make the following commitments:

- To develop employees, members **and volunteers** to achieve the objectives of the Council.
- To regularly review the needs of, and to plan training and development for employees, members **and volunteers.**
- To regularly evaluate the investment in training and training budgets.

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TRAINING NEEDS

Employees

Induction training and an employee's folder will be provided for new members of staff.

Contracts of employment and job descriptions will include details of the council's commitment to training.

Current or any new clerk to hold the CiLCA or equivalent. The Council is to be a member of the National Association of Local Councils (NALC) as a minimum. Preferably also a member of the Society of Local Council Clerks (SLCC).

Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council.

Relevant additional training may be requested or required at any time.

Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aim of the council.

Attendance of relevant local meetings such as Clerks forums and briefings.

Council Members

All members will be directed to the website where all of the adopted policies are available to view and be emailed a copy of the current, up to date Good Councillor guide. [The Good Councillors Guide – ...ask your council](#)

Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.

Newly elected members are encouraged to attend the LALC “The Essential Councillor Course”.

Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.

Specialist training may be provided on an ad-hoc basis.

The Chairman and Vice Chairman are also encouraged to attend the LALC “Becoming a Chairman” course upon their acceptance of office.

Volunteers

All volunteers are issued with the Volunteer Policy, and emergency contact forms. These are returned to the Clerk so that she is aware of any health issues for each person and any training that they have already undertaken.

Training requirements can either be raised with the Clerk, by the volunteer or the Lead Volunteer. The Clerk will then find the next available, most suitable course, for the volunteer to attend.

Each new volunteer will receive an induction, as detailed in the Volunteer Policy, and they will be encouraged to attend a First Aid course.

TRAINING RESOURCES

An annual budget will be set for employee, Councillor and volunteer training.

All employees, members or volunteers attending training may claim travel expenses.

The council will ensure that membership fees for LALC, NALC and SLCC are included annually within the budget.

Training providers for both employees, councillors and volunteers include:

Society of Local Council Clerks
Lancashire Association of Local Councils
National Association of Local Councils
Regional and National seminars/conferences
Principle Authorities
Health & Safety Executive

COMMON RESOURCES

Trawden Forest Parish Council will subscribe to relevant publications giving access to advice services of LALC, NALC & SLCC. Trawden Forest Parish Council will ensure there are relevant up to date publications such as Arnold Baker on Local Council Administration (Eleventh Edition).