



# WHALLEY PARISH COUNCIL

**This document sets out the Parish Council's**

## **Training and Development Policy**

### **Version Control**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>
V.1		

## **Purpose**

Whalley Parish Council is committed to providing appropriate training opportunities for its members, employees, and volunteers to enable them to be suitably knowledgeable and skilled to carry out their respective roles within the Council.

## **Training Objectives**

The Council's training objectives are the following:

- To enhance members understanding of their responsibilities of their role as a local Councillors, the powers available to the Council and how best to utilise the resources available to the Council for the benefit of the residents and to achieve the Councils business objectives.
- Deliver essential training to employees, Councillors, and volunteers, enabling them to fulfil their roles effectively.
- Foster a culture of ongoing learning and professional growth among employees, members, and dedicated volunteers. This initiative aims to enhance job/role satisfaction, boost motivation, and improve retention rates.
- Ensure continuity of Council operations during periods of staff unavailability, such as holidays, sickness, or turnover, by implementing effective contingency plans.
- Strategically pursue the attainment of Quality Parish Status for the Council, aiming for successful recognition of its commitment to excellence in governance and community engagement.

## **Responsibilities**

Whalley Parish Council believe that employee and member development is optimally achieved when individuals take ownership of identifying opportunities for self-improvement, thereby enhancing work performance through expanded skills and knowledge.

The co-ordination of the learning and development process is the responsibility of the Parish Clerk. The Parish Council is responsible for agreeing the learning and development budget on an annual basis. The learning budget is controlled by the Parish Clerk supported through the Council's budgeting process.

## **Members of the Council**

Councillors have a responsibility to attend appropriate training in order effectively fulfil their legal duties.

## **Employees and Volunteers**

Employee learning requirements will be identified through supportive supervision, appraisal processes, and internal assessments to meet with Council needs. The Parish Council anticipates all employees and volunteers to take a proactive approach to learning and development.

## **Training Resources**

An annual budget will be allocated for employee training and Members training. The Council will ensure that relevant training provider membership fees are included annually in the budget.

Training Providers for both employees and members:

- Society of Local Council Clerks
- Lancashire Association of Parish and Town Councils
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities
- In-house

## Identifying Training Needs

### Council

Training can take the form of courses, workshops, presentations, one to one training or the provision of training materials i.e. books and software, guest speakers and on- the- job training.

If the whole Council requires training on a particular subject, the clerk will source the appropriate training to support a group session.

The council is committed to meeting training needs for;

### Members

- Providing a New Councillors Pack to all new members outlining the legal responsibilities and governance frameworks relevant to the Parish Council, statutory duties, policies and procedures, councillor roles and responsibilities and Code of Conduct upon election to office.
- Newly appointed Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- New Councillors will be supported by an experienced Councillor.
- Clerk to circulate details of relevant training courses available from Training Provider Resources to all Councillors to broaden knowledge and apply appropriately to meet their duties as a Councillor and the needs and objectives of the Parish.
- Councillors are encouraged to attend conferences and training events as appropriate to members and Council needs and responsibilities.
- Providing Health and Safety and Risk Management Training.
- Regularly reviewing the Councillors Code of Conduct.

### Employees

- Providing the 'Clerks Guide' and other relevant publications for new clerks to support them in their role.
- Encouraging Clerks to undertake the Certificate in Local Council Administration.
- Supporting training needs identified at appraisals or as identified or requested.
- Supporting employees by allocating time to attend training.
- Supplying technical and website maintenance training.
- Providing Health and Safety and Risk Management Training.

## **Volunteers**

- Volunteers will receive any required specific on-the-job training to provide them with the information and skills necessary to perform the task the volunteer role involves.
- If additional skills are involved, specific training will be provided ahead of commencing the task organised by the task coordinator.
- Providing Health and Safety and Risk Management Training.

## **Continued Development**

Members of the Council and their employees have a responsibility to keep abreast of any changes in policies and procedures. Publications are available from the training providers and subscribed membership organisations and are shared amongst the Parish Council as best practice via the Clerk.

## **Review**

The Council will regularly review this policy to meet any training needs as and when required, and yearly at the Annual Meeting of the Council.