



Freshwater Parish Council

Training and Development Policy

2024



# Freshwater Parish Council

Working For The Community

## Introduction

Freshwater Parish Council recognises that its staff and councillors are its most important resource. It is committed to the training and development of all its staff and councillors and recognises that it is beneficial in the following ways:

Staff and councillors with relevant qualifications and a good skills base can assist the council with achieving its aims and objectives and support its future needs.

Training and development opportunities help with recruitment and retention of employees and councillors and show that they are valued.

## Resources

Appropriate funding is allocated in the annual budget to support both staff and councillor training needs. The budget is set by the Full Council and monitored by the Finance Committee. The Council pays an annual subscription to the Isle of Wight Association of Local Councils (IWALC) to enable employees and councillors to access the training courses they provide.

The Council may pay the SLCC subscription at their discretion.

The purchase of resources to encourage personal development, such as publications and other training materials, will be considered on a needs basis and authorised by the Clerk.

## Training and Development Needs

The Clerk is responsible for ensuring legal and statutory requirements are met and for noting any changes in legislation that require employees to undergo training. The Clerk will identify suitable training courses and authorise attendance.

The Clerk will inform councillors of appropriate training opportunities. The Clerk will ensure that these opportunities are fully resourced and funded by the Council where appropriate, on behalf of Councillors.

## Employees

If completing a qualification is a condition of employment this will be stated at the time of appointment and a timescale will be specified. This information will be included in the employee Contract of Employment.

All new employees will receive induction training with the Clerk or a member of the Clerk's team under the overall supervision of the Clerk.

Employees are encouraged to undertake training courses relevant to their role and are also able to request training to enable their personal development. Training needs will be identified by the Clerk and agreed by the employee at the time of appointment, at regular performance appraisals and in response to the needs of the organisation, and at the employee Annual Staff Appraisals.

Course fees and exam fees are paid from the training budget. Study leave will be at the discretion of the Clerk. A reasonable agreed time for study in paid working hours will be considered by the Clerk. Any training courses agreed by the Clerk which are attended outside of working hours will be paid at the employee's hourly rate of pay.

A record of training will be kept in each employee's personnel file.

Repayment of post appointment training costs if the employee leaves within an agreed time period may be considered by the Council but will be stated in the Contract of Employment.

## Councillors

All new councillors should attend induction training within their first year of office. They will be encouraged to attend Code of Conduct Training and Councillor Basic Skills Training within their first year of office and any other training deemed appropriate. All new councillors will be provided with a copy of the Good Councillors Guide (NALC). This will enable them to understand how they should fulfil their duties and responsibilities. Councillors are also expected to familiarise themselves with the following Freshwater Parish Council documents:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Each Committee's Terms of Reference of which they are a member
- All other Council Policies and Procedural documents.

Councillors are also encouraged to attend any specialist training course such as Chairmanship Skills and Planning which may be available from IWALC.

## Monitoring and Evaluation

The Clerk will report all training opportunities and courses offered to and completed by staff to the [Personnel Committee](#). The Clerk will provide the [Personnel Committee](#) with the outcomes and any other appropriate information at the next available committee meeting.

Adopted June 2024

Review May 2025