

# **WOTTON PARISH COUNCIL**

## **TRAINING AND DEVELOPMENT POLICY**

Adopted by Wotton Parish Council 2023

### **1. Introduction**

- 1.1 The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.
- 1.2 The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Surrey Association of Local Councils to ensure staff and councillors may attend their training.

### **2. Policy Commitments**

- 2.1 The council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

### **3. Training Plan**

- 3.1 The chairman and vice chairman of the council will be responsible for determining, meeting and monitoring the training needs of staff and councillors and managing the allocated budget.
- 3.2 Records of all training of staff and councillors will be kept by the Clerk.
- 3.3 All new councillors will receive an induction pack prepared by the Clerk and will be invited to attend an induction meeting with the clerk and chairman of council following the parish elections every four years, where basic information relating to the council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

### **4. Professional Qualifications**

- 4.1 All staff members will be encouraged to pursue professional qualifications, such as the Certificate in Local Council Administration (CiLCA) which is administered through the Society of Local Council Clerks (SLCC) or an equivalent qualification.
- 4.2 It will be a requirement of the Clerk role for the job holders to hold the qualification, or to commit to achieving it within 24 months of appointment.

- 4.3 The council will meet the financial cost of registering for and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.
- 4.4 The council will meet the financial cost of any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.
- 4.5 Additional higher-level qualifications or specific qualifications relevant to the role may be discussed as part of an annual appraisal. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.