



Training and Development Policy

Introduction

Caister-On-Sea Parish Council are committed to ensuring our staff and Councillors are trained to the highest standard and kept up to date with all new legislation.

To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

Prospective Councillors and applicants for roles within the Parish Council will be made aware of the content of this policy and the expectations placed upon them contained within it.

Policy Statement

Caister-On-Sea Parish Council's intention is to:

- Support and encourage the training and development of knowledge of staff and Councillors to help achieve the objectives of the Council;
- Regularly review the training and development needs of staff and Councillors and;
- Plan training and development opportunities and budget accordingly.

Training and Development for Staff

Caister-On-Sea Parish Council will ensure:

- Attendance at an induction session explaining the role of the Council, Councillors, Clerk and other staff;
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant;
- Provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system;
- Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks and Norfolk Parish Training and Support etc;
- Subscription to relevant publications, advice services and membership of relevant local council associations;

- Provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the Council and;
- Provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

The council will encourage staff to:

- Gain qualifications such as Introduction to Local Council Administration (ILCA), Financial Introduction to Local Council Administration (FILCA) and Certificate in Local Council Administration (CILCA) and further qualifications; and
- Participate in relevant local forums and events.

The council will endeavour to support the professional development of its staff, which might include:

- A financial assistance towards the cost of tuition, examinations and resource materials;
- Allocated study leave;
- Time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council or, as appropriate, staffing committee.

Training and Development for Councillors

Caister-On-Sea Parish Council will ensure:

- Attendance at induction sessions (usually held by Norfolk Parish Training and Support) explaining the role of the Council, Councillors and the Clerk;
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant;
- Access to relevant courses provided by bodies such as Norfolk Parish Training and Support
- Expenses for attending briefings, consultations and other general meetings for Councillors in the local area; and
- Circulation of briefings, newsletters and magazines.

Councillors will be encouraged to attend training to help them operate and develop as a Councillor at least annually.

Review of Training and Development Needs

Training requirements for Councillors will usually be identified by themselves, the Chair and the Clerk.

Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council.

Training requirements for staff will be identified from:

- Induction and probationary periods
- One-to-ones/appraisals
- Annual strategic Planning
- Role/Legislation changes
- Self assessment

Budget for Training

An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs.

Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

Evaluation of Training Efficacy

All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.

Training will be reviewed in light of changes to legislation or any quality systems relevant to the Council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from staff and Councillors.

The Clerk will maintain a record of training attended by all staff and Councillors including certification (if available).

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	2
Date of Next Review	March 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____

