



# Long Stratton Parish Council

The Street, Long Stratton, Norwich NR15 2AH  
Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck  
Tel: 01508 530524 Email: clerk@longstratton-pc.gov.uk

## Long Stratton Parish Council

### Training and Development Policy.

#### Statement of Intent

Long Stratton Parish Council is committed to ongoing development of both its Councillors and employees to enable them to make the most informative and effective contribution in carrying out the council's functions now and in the future. With budgeted expenditure identified for training and associated costs.

The definition of training as set out by the Chartered Institute of Personnel and Development (2007) is as follows:

*'A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.*

Training and development can be achieved through the following methods

- Networking lunches/ events
- Study days
- Short Courses
- AGMS/ Conferences
- Qualifications
- Literature

#### Benefits of training

- Improves the quality of functions and services carried out by the parish council
- Enables the Council to achieve its corporate aims and objectives.
- Improves employees, Councillors and Visitors skills to allow them to carry out their role more efficiently.

#### Who is eligible for training and development?

All Councillors, employees and volunteers that are operating on behalf of the council are eligible for training. As a minimum, new Councillors are to attend new Councillor training at the beginning of their term of office and no later than 6 months of being elected/ co-opted. Failure to do so will result in term of office ending unless dispensation from a Ordinary meeting has been granted.

Volunteer training must be agreed at an Ordinary Meeting and must be relevant to the council function they are assisting with.

All Councillors will be provided with a copy of Paul Clayden's Parish Councillors Guide. At the end of the Councillors term the book will be handed back.



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The parish council expects the Clerk of the council to undertake a program of continuing professional development (up to 7 day courses per annum) in accordance with the requirements of the professional bodies the council is affiliated with. The Clerk will be expected to obtain CiLCA.

The Council at the beginning of term, will be expected to undertake whole Council training.

## How are training needs be identified?

- Appraisals
- Informal and formal discussions
- Through changes in legislation and best practice
- Council functions that may change or additional functions the Council undertakes
- Identification of a missing skill set pertinent to the role.

Training needs can be identified by Councillors and employees.

## How will training be supported?

- Training agreements will be in place which details what is expected of the employee and how the parish council will support the employee
- Cost of the training will be paid for by the parish council subject to budgeted funds.
- Budgeted funds to be reviewed annually. Sufficient funds will be set aside for literature.
- Travelling expenses and subsistence will be paid by the parish council in line with expenses policy.
- For industry qualifications study leave will be granted, to be agreed at an ordinary meeting.
- Training will be provided by industry accredited trainers/ experienced Clerks. Courses will be sourced by the Clerk and the parish council.
- Training must be relevant to the services and functions of the council.

## Training review

Once the training has been delivered the recipient will provide a report to council to the effectiveness of the training and how it has benefited the recipient and the council. All training certificates are to be held by the Clerk for the Parish Council records.

*To be reviewed annually.*