

## **West Rainton and Leamside Parish Council - 16 May 2019**

### **Item 16: Learning and Development policy**

#### **Introduction**

This document forms the Council's Learning and Development (L&D) policy and sets out:

The Council's commitment to training; the approach to identification of training needs; and L&D budget.

#### **Commitment to L&D**

West Rainton and Leamside Parish Council is committed to ensuring its employee(s) and councillors are trained to the highest standard; kept up to date with all new legislation and implications for the Council; and sector best practice.

To support this aim, funds are allocated to an L&D budget each year as part of the overall budget planning process to enable employees and councillors to participate in relevant training and events.

#### **Learning and Development needs**

The Council as a whole is responsible for monitoring and meeting the L&D needs of its employee(s) and Members and managing the associated budget.

L&D requirements will usually be identified by the Council and Clerk (including through an annual employee appraisal), and opportunities to meet these through a variety of training delivery options will be investigated by the Clerk and brought to the attention of the full Council.

The Council recognises the importance of continuous professional development (CPD).

This policy statement reflects the principles of the National Training Strategy for Town and Parish Councils which are recognised as an excellent framework for both clerk and councillors.

This forms part of the National Improvement Strategy for Town and Parish Councils and is supported by the former Dept. for Communities and Local Government, National Association of Local Councils, Society of Local Council Clerks and the Local Government Association.

The Clerk will be encouraged to hold or work towards achievement of the Certificate in Local Council Administration and the Council will provide appropriate training and support to enable this.

## **Learning and Development needs cont ...**

The Clerk will be encouraged to attend all relevant training whenever possible and other members of staff will be expected to attend training days which are relevant to their office. Time will be allowed and remuneration made for attendance at such training including any travel, accommodation and expenses incurred.

The Council may decide to support the Clerk to undertake further training or education at its discretion.

New councillors (elected or co-opted) will be provided with an information pack containing key documents and essential reading.

This will typically comprise: Members Code of Conduct, Standing Orders and Financial Regulations together with Council policies and the publications "The Good Councillors Guide" and "The Good Councillors Guide to Finance and Transparency".

They will be required to participate in any local training events sourced or facilitated by the Clerk.

New councillors will be encouraged to attend induction and on-going development training provided by CDALC and the County Training Partnership (CTP).

## **Learning and Development budget**

- L&D activities will be financed by the inclusion of a realistic financial allocation in the annual budget.
- The Council will pay the annual subscription for the Clerk to become a member of the Society of Local Council Clerks (SLCC); and for membership of the County Durham Association of Local Councils and Institute of Cemetery and Crematorium Management.
- This arrangement will enable the Clerk and councillors to take advantage of training courses and events offered by the three bodies.