



Kingsclere Parish Council - Training and Development Policy

Created PPP October 2024, reviewed PPP April 2025. Annual Meeting May 19th, 2025

Introduction

This Council is committed to the training and development of its Councillors, Staff and Volunteers to assist the Parish Council in achieving its aims, objectives, priorities and vision. To support this policy funds are allocated to a training budget each year to enable members and staff to attend training courses and conferences.

Training is defined in this document as a form of development which specifically addresses the acquisition and development of new knowledge and skills or fills gaps in existing knowledge and skills.

Development in this document is used to define Continuing Personal Development (CPD). The definition of Continuing Personal Development is the on-going process of developing, maintaining and documenting your professional skills. This can include training courses but also includes reading, visits to see good practice, attending conferences and branch meetings.

Policy Statement

The Parish Council is committed to ensuring that it fulfils its duties and responsibilities to residents. To ensure that the Council can continue to do this Councillors and Staff are required to undertake all mandatory training and encouraged to undertake other training and development as and when necessary or as opportunities arise.

Training and development needs will be identified in the following ways:

- The Council's action plan
- Staff appraisals
- Risk Assessment / Review of all Council events

It is essential that all councillors, staff and volunteers are provided with appropriate training and development opportunities.

It is KPC's practice to meet the cost of training which are relevant to all roles. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Studying is completed within staff's paid hours in most cases, extraordinary circumstances will be discussed ad hoc.

Training and Development for Councillors

- Councillors are required to attend all mandatory training sessions.
- Councillors are strongly advised to attend induction and refresher sessions explaining the role of councilors organised by Hampshire Association of Local Councils (HALC)
- Councillors will be provided with copies/electronic access links to Standing Orders, Code of Conduct, Financial Regulations and other relevant Council polices, list of current projects and other documents as necessary.
- A copy of the Good Councillor Guide will be provided to all Councillors.
- Councillors are made aware of training opportunities provided by HALC and National Association of Local Councils (NALC) via emails from the Clerk.
- The Chairman and Vice Chairman of the Council and the Council Committees are encouraged to attend the HALC Chairmanship course.
- Councillors are encouraged to attend Code of Conduct training provided by Basingstoke and Deane Borough Council (BDBC)
- Specialist training may be provided as identified by Council plans.

Training and Development for Staff

- Officers will be required to attend all mandatory training
- Induction training for new staff is undertaken by the line manager or in the case of the Proper Officers by the Chairman of the Council and or Chairman / Members of Personnel Committee.
- The Clerk ideally would hold the Certificate in Local Council Administration (CiLCA) or equivalent. A new Clerk is required strive to achieve CiLCA qualification within two / three years of appointment depending on hours and experience. (The SLCC -Society of Local Council Clerks, do not recommend starting until at least 6 months into the role).
- Attend relevant meetings where possible of the local branch of the SLCC.
- Attending relevant training organised HALC / BDBC. Training opportunities are usually received by newsletter and emails Notification. HALC and SLCC both have Training pages on their websites.
- New office staff will be provided with copies/electronic access links to Standing Orders, Code of Conduct, Financial Regulations and other relevant Council polices, list of current projects and other documents as necessary.

- The Council will pay for subscription to professional bodies such as the Society of Local Council Clerks for the Proper Officers.
- The Proper Officers are encouraged to network with other colleagues
- Staff training is regularly assessed through the annual appraisal process and other informal arrangements.
- Grounds staff will be given / offered training on tools for their role prior to work commencing

Training and Development for Volunteers

- Volunteers are required to understand health and safety documents / briefings that are relevant to the role – undertaken by the relevant project manager
- Training is offered as necessary to complete the necessary role undertaken by the relevant project manager.

Responsibilities for Identification of Training Needs

- The identification of training needs for Councillors is undertaken annually as a minimum requirement by the Council. (part of the Annual Meeting Agenda)
- Staff training needs are identified by the annual appraisal process which is usually undertaken by the PPP Committee / Chairman.
- Volunteer training needs are identified by the project manager.

Review

The Training and Development Policy is reviewed annually.