



**PORTREATH**  
PARISH COUNCIL

**Training and Development Policy**

**Adopted: 6<sup>th</sup> September 2021**

**Review:** *Annually on the date of adoption.*

## 1.0 Introduction

Portreath Parish Council is committed to provide a level of training for both its members, staff and volunteers to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the staff, volunteers and councillors' personnel development.

## 2.0 Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that members/staff learning will reflect many of the above.

## 3.0 Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To provide the necessary training to its volunteers to ensure that they are able to undertake their respective roles.
4. To ensure an acceptable level of succession planning in order to:
  - a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g., holidays, sickness staff turnover etc.)
  - c) Ensure the Council is successful in obtaining Quality Parish Status

## 4.0 Staff Training

All new Staff to take Induction Training	As and when required
All staff to attend code of conduct training and refreshers after each 4-year cycle	As required and every four years
All staff to undertake staff appraisals to develop training needs	Annually
All office-based staff encouraged to undertake the following, for which the Council may provide financial support: 1. Working with your Council 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies	Ongoing
All staff encouraged to read regular publications and update from internet Websites: SLCC The Clerk NALC Local Council Review	Monthly
All staff encouraged to attend training relevant to their position	On going

## 5.0 Councillor's Training

All Councillors are provided with New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections.	On Election to Office and four yearly.
All Councillors are encouraged to complete a skills audit to identify training needs	On Election to Office and four yearly.
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office. This training should be refreshed at the start of each term of council.	On Election to Office and four yearly.
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
Councillors elected to the Staffing Committee must attend Disciplinary & Grievance training unless they are already qualified in the subject	On election to the Committee and as and when required.
All Councillors encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance and Governance & Accountability	On Election to Office

## 6.0 Volunteer's Training

All volunteers are encouraged to complete a skills audit to identify training needs	Annually
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## 7.0 Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff	Annually
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## 8.0 Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council. All mandatory training will be financed by the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

## 9.0 Study leave

Where an individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Study leave for non mandatory training and development will be entirely at the discretion of the council.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Staffing Committee), setting out the details of the course of study, how it relates to their work, and the time being requested.



## 10.0 Review

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign
07/06/24	Remove Reference to Finance & Staffing Committee		L Jose
17/06/24	Amend councillor training frequencies to: On Election to Office and four yearly. From 4 yearly only.	Minute: <b>24173</b>	L Jose
16/06/25	None		

