

Waltham Parish Council

EST. 1894

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TRAINING AND DEVELOPMENT POLICY

Approved by Council on the 1st July 2025

1. Introduction

- 1.1. This document forms the Council's Training and L & D Policy. It sets out:
 - The Council's commitment to training
 - The identification of training needs
 - Assistance with training
 - Evaluation of training
 - Reporting on progress
- 1.2. The objectives of this policy are to:
 - Encourage Members and staff to undertake appropriate training learning and development
 - Allocate training in a fair manner
 - Ensure that all training is evaluated to assess its impact on the individual and the Council.

2. Commitment to Training

- 2.1. Waltham Parish Council (WPC) is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the village and its environs.
- 2.2. According to the Chartered Institute of Personnel and Development (2007), training can be defined as: *"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*
- 2.3. WPC recognises that its most important resource is its Members and officer and is committed to encouraging both to enhance their knowledge and qualifications through further training, which is necessary to ensure compliance with legal and statutory requirements, and to prepare Council for future changes in Governance.
- 2.4. Providing training yields a number of benefits by
 - Improving the quality of the services and facilities that Waltham Parish Council provides.
 - Enabling the organisation to achieve its corporate aims and objectives.
 - Improving the skills base of the employees and members.
 - Producing confident, highly qualified people working as part of an effective and efficient team; and
 - Demonstrating that Members and employees are valued.

3. Identification of Training Needs

- 3.1.** Training that may be offered to Members will be dependent on the available financial resources, individual experience and interests, and may include study days organised by the Kent Association of Local Councils covering:

The Dynamic Councillor The local Councillors foundation course (Theory and workshop)

Making Local Councils Finance Work (Theory and workshop)

Making Local Councils Planning Work (Theory and workshop)

Chairmanship Development through conferences and workshops on Chairing meetings; The Code of Conduct; Presentation skills; Dealing with the public and the media and Visionary Leadership skills.

It is expected that all new Councillors will attend the Dynamic Councillor foundation course within one year of taking office.

- 3.2** More specialist training may be needed to prepare Members for the Devolution agenda and could include Business Planning; Grants and fundraising; Neighbourhood planning; Emergency Planning and Good Governance.
- 3.3** The Council expects its Clerk / Responsible Finance Officer to undertake a programme of continuing professional development (CPD) in line with the requirements of the requisite professional body. The minimum entry qualification required is the Introduction to Local Council Administration (ILCA) at Level 2, followed by commencement of the Certificate in Local Council Administration (CiLCA) at level 3 within a year of being appointed. As the Proper Officer of the Authority the Clerk is expected to participate in local training initiatives and conferences to keep abreast of developments and to fulfil their role in giving procedural advice.

4. Assistance with Training

- 4.1** Training and development will be achieved by including a realistic financial allocation in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- 4.2** The process of training and development is as follows:
Training needs will be identified by considering the overall objectives of the Council, Individual requirements and through an annual staff performance review.
Planning and organising training to meet those specific needs will be the responsibility of full Council with the assistance of the Clerk

5. Reporting on Progress

- 5.1** The Clerk will report annually to the Council detailing attendance at training over the year and the costs, as well as the inclusion of the Member and staff evaluation of courses attended.