



TRAINING & DEVELOPMENT POLICY

WISTOW PARISH COUNCIL

Introduction

This document sets out Wistow Parish Council's (WPC) Training and Development Policy by detailing:

- the Council's commitment to training and development
- the training connection
- identification
- new members
- corporate training
- financial assistance
- return of training fees
- evaluation and recording of training
- Review of policy

The objectives of this policy are to:

- encourage members, employees and volunteers to undertake appropriate training and development activities
- allocate training in a fair manner
- ensure all training is evaluated to assess its value.
- Highest quality services and representations to improve the community, services and operations.

Commitment to Training and Development

WPC is committed to continuous training and development to enable members, employees and volunteers (hereafter referred to as members) to effectively contribute to achieving the WPC's objectives by providing the highest quality representation and services.

WPC recognises that its members are its most important resource. WPC is committed to encouraging its members to enhance their skills, knowledge and qualifications through training and development activities. Some training is also necessary to ensure compliance with all legal and statutory requirements.

WPC promotes a programme of Continuing Professional Development (CPD) in line with the requirements of professional bodies.

Training and development

The connection between training, development and WPC's objectives allows WPC to demonstrate the below:

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- It improves the quality of the services and facilities provided by WPC.
- It enables the organisation to achieve its corporate aims and objectives .
- It improves the skill base of its members to produce a confident, highly qualified effective and efficient team.
- It demonstrates that employees are valued.

Identification of training and development needs and whose responsibility

Members will be asked to identify their development needs during their annual appraisal and in line with their personnel development plan (if applicable.) Whilst it is the responsibility of the member to identify their training and development needs, WPC takes full responsibility for identifying any training based on WPC's objectives.

Other training needs may also be identified through:

- questionnaires,
- during interview,
- following confirmation of election/appointment and
- formal and informal discussion.

Training and development needs may also be identified due to:

- legislative requirements,
- changes in legislation,
- changes in systems,
- new or revised qualifications become available and
- new working methods and practices.

New members

All new Councillors, employees and volunteers will receive basic induction training on the workings of the operations of WPC and policies and governance. This will also include Council finance, assets, health, safety and welfare. Specific mandatory training (such as Code of Conduct Training for Councillors) will be included as well as an assessment of any essential training needed to effectively carry out the role.

Corporate Training

Corporate Training is necessary to ensure that all members are aware of their legal responsibilities or corporate standards e.g. Health & Safety, Equality and Diversity, Code of Conduct. Members will be required to attend training courses, workshops or seminars where suitable training has been identified.

Financial Assistance

It is important to note that all training must be appropriate to the needs of WPC and be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual, WPC and the community.

Each year the annual budget is set by WPC which reviews and considers the amount set for the next financial year for training. The training budget will be set based on all members needs and to reach WPC's objectives.

Members can expect the following to be approved for training and development by WPC:

- course fee
- examination fees
- associated membership fees

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Return of Training fees

Any employee undertaking post entry qualifications funded by WPC must be aware that, should they voluntarily leave WPC's employment within 12 months of qualifying, they will be required to repay the full amount to WPC.

Recording and Evaluation of Training

As part of WPC's continuing commitment to training and development, members are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Full records of all training undertaken by members will be kept in Council files.

Review policy

This policy will be reviewed annually by WPC at the Annual Parish Meeting of the Council.

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