



CLOTTON HOOFIELD PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Purpose and Scope

Clotton Hoofield Parish Council is committed to training both Councillors and Employees. The Council recognises that well trained and informed Councillors and Employees promote good practice within the Council.

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for Councillors, staff and volunteers. It applies to all staff, employees and volunteers whether full or part time, temporary or fixed term, employed or undertaking work on a voluntary basis.

Identifying, Meeting and Evaluating Training and Development Needs

The Parish Council will identify training needs in the light of the overall objectives of the Council and the requirements of individuals. This will be done by means of staff appraisals, surveys, formal and information discussions as well as other methods as appropriate.

Learning and development needs may also be identified as a result of the following:

- Requirements and changes in legislation.
- New or revised qualifications becoming available
- Accidents or near misses
- Professional error
- New working methods and best practices
- Complaints to the Council
- Devolved services/ delivery of new services

The Parish Council will encourage its employees and all of its Councillors to attend training events and pay expenses arising from such training, where possible in-house training sessions will be organised.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Institute of Society of Local Council Clerks.

The Parish Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training /events held by other councils.

The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget.

The policy will be reviewed regularly and will be adopted by all Councillors following each ordinary election to show their commitment to training.

Resources

The following resources are available online for Councillors and staff to access:

Good Councillors Guide 2024

<https://www.nalc.gov.uk/library/publications/4076-the-good-councillor-s-guide-2024/file>

Clotton Hoofield Parish Council information:

Standing Orders, Code of Conduct & Policies -
<https://www.clottonhoofieldparishcouncil.co.uk/documents/>

List of Councillors and contact details -
<https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

Meeting Agenda and Minutes - <https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/>

The Council will also seek to join professional bodies which can provide help and support and is currently a member of the Society of Local Council Clerks (SLCC) and Cheshire Association of Local Councils (CHALC)

Date of policy: August 2024

Approving committee: Clotton Hoofield Parish Council

Reviewed: 22nd April 2025

Date for next review: April 2026