

## **KINGSHURST PARISH COUNCIL**

### **TRAINING AND DEVELOPMENT POLICY**

#### **Purpose and scope**

The purpose of this policy is to set out the Parish Council's position on the provision of training and development opportunities for staff and Councillors.

#### **Introduction**

Kingshurst Parish Council is committed to training its staff and Councillors to the highest standards.

To support this, funding is allocated to a training budget each year.

It recognises that well trained and informed clerks promote good practice within the Parish Council and increase and encourage community activities.

The Council values the time given by its Councillors to the community of Kingshurst.

This policy is aimed at maximizing the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

#### **Training needs**

The Parish Council will identify training needs consistent with the objectives of the Council and the requirements of the individual.

This will be done using staff appraisals, questionnaires, interviews, formal and informal discussions as well as other methods as appropriate.

The Parish Council will encourage its employees and all of its Councillors to attend up to date training meetings and will pay expenses arising from such training.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Society of Local Council Clerks. (SLCC)  
Staff and Councillors are all entitled to Equality of opportunity in all aspects of their development and induction on joining Kingshurst Parish Council.

#### **Training for Councillors**

The Parish Council will ensure that all of its new and previous Councillors receive adequate training at the earliest opportunity in their term of office.

All new councilors when joining will receive an information pack which will include as a minimum:

- The Good Councillors Guide
- Members list
- Meetings timetable
- Code of Conduct
- Standing Orders
- KPC Financial Regulations

They are also expected to attend a training course run by WALC on basic induction of roles and responsibilities.

### **Recording training**

The Parish Clerk will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by clerk and Councillors.

Adapted 14/09/23