

# COLLINGHAM *Parish Council*

## Training & Development Policy

Adopted: September 2025

Review Date: September 2026

### Introduction

The Council is committed to training and developing its staff and councillors. It recognises that well-trained and informed officers and councillors promote good practice and high performance within the Council. The Council values the time given by its councillors to the community and is committed to ensuring they are properly equipped to carry out their role effectively.

### Scope

This policy applies to all employees, councillors, and volunteers acting on behalf of Collingham Parish Council.

### Training and Development Commitment

- Identify Needs

Identify training and development needs in the light of the overall objectives of the Council and the requirements of individuals. This will be achieved through annual staff appraisals, which will lead to a Personal Development Plan (PDP) for each staff member, and through formal and informal discussions with councillors.

- Councillor Induction & Development

Encourage all new councillors to attend the “New Councillor Training” provided by Nottinghamshire Association of Local Councils (Notts ALC). New chairs will be encouraged to attend (or have attended within 3 years prior) the “Chairmanship” training provided by Notts ALC. Councillors will also be encouraged to undertake specialist training relevant to their committee roles (e.g., planning law, finance, and safeguarding).

- Staff Induction & Development

Ensure that all new staff receive a thorough induction, mandatory training, and additional training at the earliest opportunity to ensure effectiveness in their role.

- Contracts & Job Descriptions

Include details of the Council’s commitment to training in contracts of employment and job descriptions.

- Information Provision

Provide information about training courses, induction programmes, digital skills (including cybersecurity and GDPR), and other development opportunities to councillors and staff.

- Attendance & Expenses

Encourage employees and councillors to attend training and reimburse reasonable expenses arising from such training.

- Clerk CPD

Ensure that the Clerk receives at least the minimum training required to meet the Continuous Professional Development (CPD) requirements of the Society of Local Council Clerks (currently 12 CPD points per year).

- Networking

Support networking with other councils and professional bodies to encourage shared learning and good practice.

- Professional Memberships

Maintain membership of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

- Budgeting

Ensure training provision for staff and councillors is adequately covered in the annual budget, including a specific allocation for Continuing Professional Development (CPD), and explore opportunities for external funding or grants where possible.

- Training Records

Maintain a central Training Record, detailing dates, titles, providers, and attendees for all development activity undertaken.

- Equal Opportunities

Comply with Equal Opportunities and other Council policies when assessing training and development needs, and make reasonable adjustments for councillors and staff in line with the Equality Act 2010.

- Monitoring & Reporting

Produce an annual Training and Development Report for the Council, summarising training undertaken, costs incurred, and future needs identified.

- Succession Planning

Support handover training and knowledge transfer when staff or councillors leave their roles to ensure continuity.

### **Review**

This policy will be reviewed annually by the Clerk and reported to the Council in September each year, or sooner if there are relevant changes in legislation or Council priorities.