



TRAWDEN FOREST  
PARISH COUNCIL

# **Training and Development Policy**

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**Trawden Forest Parish Clerk and RFO**

**Adopted by all Councillors at the meeting on : July 2024**  
**Review Date : July 2026**

## **COUNCIL'S AIM**

Trawden Forest Parish Council have implemented a Training and Development Policy for staff, councillors and volunteers to enable them to operate and maintain a high level of performance. The council is committed to providing employees, members within and volunteers, the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff, councillors and volunteers will result in the delivery of high-quality services, the efficient management of those services and the compliance with and utilisation of legislative powers.

The council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role. Volunteers are a very important group and must be well catered for, so that they also feel valued.

## **COUNCILS COMMITMENT**

Trawden Forest Parish Council make the following commitments:

- To develop employees, members and volunteers to achieve the objectives of the Council.
- To regularly review the needs of, and to plan training and development for employees, members and volunteers.
- To regularly evaluate the investment in training and training budgets.

## **TRAINING NEEDS**

### Employees

- Induction training and an employee's folder will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the council's commitment to training.
- Current or any new clerk to hold the CiLCA or equivalent. The Council is to be a member of the National Association of Local Councils (NALC) as a minimum. Preferably also a member of the Society of Local Council Clerks (SLCC).
- Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council.
- Relevant additional training may be requested or required at any time.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aim of the council.
- Attendance of relevant local meetings such as Clerks forums and briefings.

### Council Members

All members will be directed to the website where all of the adopted policies are available to view and be emailed a copy of the current, up to date Good Councillor guide. [The Good Councillor's guide 2024 \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.

- Newly elected members are encouraged to attend the LALC “The Essential Councillor Course”.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training may be provided on an ad-hoc basis.
- The Chairman and Vice Chairman are also encouraged to attend the LALC “Becoming a Chairman” course upon their acceptance of office.

Councillors to note that Trawden Forest Parish Council has signed up to the Civility and Respect Pledge and should be up to date with the requirements of this commitment. [Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk)

### Volunteers

All volunteers are issued with the Volunteer Policy, and emergency contact forms. These are returned to the Clerk so that she is aware of any health issues for each person and any training that they have already undertaken.

Training requirements can either be raised with the Clerk, by the volunteer or the Lead Volunteer. The Clerk will then find the next available, most suitable course, for the volunteer to attend.

Each new volunteer will receive an induction, as detailed in the Volunteer Policy, and they will be encouraged to attend a First Aid course.

### **TRAINING RESOURCES**

- An annual budget will be set for employee, Councillor and volunteer training.
- All employees, members or volunteers attending training may claim travel expenses.
- The council will ensure that membership fees for LALC, NALC and SLCC are included annually within the budget.

Training providers for both employees, councillors and volunteers include:

Society of Local Council Clerks  
 Lancashire Association of Local Councils  
 National Association of Local Councils  
 Regional and National seminars/conferences  
 Principle Authorities  
 Health & Safety Executive

### **COMMON RESOURCES**

Trawden Forest Parish Council will subscribe to relevant publications giving access to advice services of LALC, NALC & SLCC.

Trawden Forest Parish Council will ensure there are relevant up to date publications such as Arnold Baker on Local Council Administration (Thirteenth Edition).