

# **Training and Development Policy**

## **Diptford Parish Council**

Adopted by Council 12<sup>th</sup> May 2020

Due for review May 2021

### **Introduction**

Diptford Parish Council is responsible for monitoring and meeting the needs of its Councillors and staff and managing the associated budget. This document forms the Parish Council's Training and Development Policy and sets out:

- The Council's commitment to training
- The identification of training needs for Councillors and staff
- The training budget

### **Commitment to training**

Diptford Parish Council is committed to the training of its Councillors and staff. It recognises that competent Councillors and Clerk promote good practice and increase and encourage community activity.

#### Councillors

All new Councillors are expected to attend the DALC "New Councillor" course and be mentored by experienced Councillors for three months.

Councillors will be offered new training opportunities at the Parish Council meeting and these will be noted in the agenda and minutes.

Any debate about the cost of training will be resolved by all Councillors in the full Parish Council meeting.

#### Clerk

A new Clerk is expected to attend the DALC "Essential Clerk" training and take the SLCC CiLCA qualification. Existing Clerks will be expected to attend training on any new legislative developments such as changes to the audit regime or data management.

The Clerk will ask for permission to attend any training event incurring costs at a full Parish Council meeting, or in exceptional circumstances seek approval from the Chair and Vice Chair.

Any debate about the cost of training will be resolved by all Councillors in the full Parish Council meeting.

Time will be allowed for attending any training.

### **The identification of training needs**

The training needs of the Clerk will be discussed during the annual appraisal.

Councillors will be expected to raise any training needs with the Chair who can then task the Clerk to find an appropriate training course.

### **The training budget**

There will be a realistic financial allocation for training in the Parish Council's annual budget. This will be kept in the reserves until needed and identified in the budget and accounts. Councillors will review this during the year to monitor spend.

The Council will meet the annual subscription to the Devon Association of Local Councils (DALC).