

Training Policy

Aim

Wootton Parish Council is committed to the training and development of its staff, councillors, and volunteers. It recognises that well-trained and informed individuals promote good practice within the Council and contribute to enhancing community activities.

The Parish Council values the time and dedication of its councillors and volunteers and is committed to ensuring they feel supported, equipped, and fulfilled in their roles. We aim to provide the necessary resources and training to help them serve their community effectively.

Council's Commitment

Wootton Parish Council is dedicated to supporting the development of its employees, volunteers, and councillors to help achieve the objectives of the Council.

We are committed to:

- Regularly reviewing the training and development needs of employees, volunteers, and councillors.
- Planning training opportunities to address these needs.
- Regularly evaluating the investment in training and the associated budget.

How Training is Supported

Induction Training: All new staff, councillors and volunteers will receive appropriate training as early as possible in their employment, term of office or appointment.

Training Needs Assessment: The Parish Council will identify training needs based on the Council's overall objectives and individual requirements. This assessment will be carried out through staff appraisals, questionnaires, interviews, formal and informal discussions, and other appropriate methods.

Training Requests: Relevant training may be requested or required at any time by staff, councillors, or volunteers.

Attendance at Training: The Parish Council encourages its employees and councillors to attend training sessions and will cover expenses arising from such training.

Continuous Professional Development: The Council is committed to offering training to its staff that meets or exceeds the minimum requirements for Continuous Professional Development.

Councillor Development: Councillors are encouraged to follow the Northamptonshire County Association of Local Councils (NCALC) Councillor Development Framework, starting at the Foundation level and progressing through the Core and Advanced levels. The Chairman and committee chairs are encouraged to complete the Leader level.

Officer Development: The clerk is encouraged and supported to follow the Northamptonshire Council Association of Local Councils (NCALC) Officer Development.

Networking: The Parish Council values networking as a key method for gathering valuable information. Staff and councillors are encouraged to attend relevant meetings, including the Clerk's Forum, larger council meetings, briefings, and NCALC's Annual Conference. The Clerk is also encouraged to attend SLCC events such as the National and Practitioners Conferences.

Contracts and Job Descriptions: Contracts of employment and job descriptions will outline the Council's commitment to training.

Clerk Membership: The Parish Council is committed to the Clerk being a member of the SLCC, recognising it as a leading provider of training for council officers.

Reference Materials: A copy of Arnold Baker on Local Council Administration (12th edition) is available as a reference for the entire Parish Council.

Budget for Training: The Council will ensure that training for employees, councillors, and volunteers is adequately covered in the annual budget, including membership fees for NALC, NCALC, SLCC, and Citation.

Ongoing Training: Councillors are welcome to refresh their skills and knowledge by requesting to attend authorized courses at any time during their term of office.

Specialist Training: Specialist training may be provided on an ad-hoc basis as needed.

Booking Training: All training courses will be booked by the Clerk.

Training Records: The Parish Council will maintain a Training Record with details of the dates, titles, and providers of all development activities undertaken by employees, councillors, and volunteers.