



**Heworth Without Parish Council
Training and Development Policy
October 2023**

Heworth Without Parish Council recognises that training and development for councillors and employees is an investment in its ability to deliver effective products and services and will contribute to a culture of continuous development.

The Council will review the training needs for councillors and council staff annually; provision in the annual budget will reflect those needs.

Heworth Without Parish Council is committed to:

- To develop employees, volunteers and elected members to achieve the objectives of the council.
- Providing adequate training budgets to achieve its objectives.
- Encouraging and supporting the development of knowledge, skills and abilities and recognising that there is shared benefit.
- Providing the necessary opportunities, resources and support to enable all employees volunteers and elected members to attain and maintain knowledge, skills and abilities.
- Providing induction training for all newly elected/ co-opted councillors.
- Providing/sourcing specialised training where councillors have specific duties, e.g. Chairman, allotments, planning, etc
- Ensuring that training opportunities and resources are provided to employees in an equitable and fair way and related to specific needs.
- To review regularly the needs of, and to plan training and development for, employees, volunteers and elected members.
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness, through training evaluation forms, use of new skills in roles and cost effectiveness etc.

Identification of Training Needs

Employees

- Induction training for new employees will be provided.
- Current or any new Clerk to hold or obtain CiLCA or equivalent.
- Employees are encouraged to be proactive in identifying their own training and development needs, linked to the aims of the council and the contribution of the individual employee.
- Employees will assess specific service-based training needs as a result of new services, new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.
- Employees are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal.
- Additional training may be requested via line managers at any time.

Volunteers

- Volunteers are encouraged to be proactive in identifying their own training and development needs, linked to the aims of the council and the contribution of the individual volunteers role.
- Volunteers will assess specific training as a result of new services, new legislation, IT skills, and any other skills/knowledge requirements for volunteers to achieve the council objectives.
- Additional training may be requested via line managers at any time on behalf of the volunteers.

Elected Members

- Induction training and a member's welcome pack setting out the council's policies and procedures will be provided for all newly elected members.
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairmanship Skills' as soon as possible after election.
- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" within six months of taking up office.
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- Councillors are expected to attend a YLCA course on the adopted Code of Conduct / Declaration of Interests.

Prioritisation of Training and Development

Training and development requirements will be prioritised as follows, in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery.
- Specialist needs of specific employees or elected members for their individual roles.
- Improvement of existing skills.
- Personal development.

In addition to the above:

Councillors and employees are responsible for applying positive attitudes and action in their development and assisting with the parish council's achievements.

Where a councillor, employee or volunteer fails to attend an appropriately booked training course the reason for doing so must be approved by the council or re-imburement may be sought.

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