

## TRAINING AND DEVELOPMENT POLICY

*Adopted July 2018  
Next review due May 2019  
Re-Adoption May 2019*

### **Statement of Intent**

As a Civil Authority the Cottered and Throcking Parish Council (CTPC) recognises the value and importance of both councillor and staff training and development.

Cottered and Throcking Parish Council believes that training and development is a continuous process, there is an expectation that all members of CPTC will keep abreast of development within their span of control.

The council's aim is to identify and develop the abilities of individuals so that they may effectively contribute to the various functions of the council and to provide for the needs of the community it serves.

### **Equal Opportunities**

CTPC is committed to ensuring equality of learning opportunity, hence no member will be excluded from learning/training on the grounds of gender (including gender reassignment), marital status, family status religious belief, disability, age racial grounds (race, colour, nationality or ethnic origin), sexual orientation or membership of the travelling community.

### **Staffing Levels**

The CTPC will review staffing levels annually and identify the staff that are necessary to meet the requirements of the of the council.

The current staffing levels are:

- Clerk to the Council and RFO (part time) – 23 hours per month
- Litter Picker (contractor) – 5 hours per week
- Various contractors are engaged through the year to undertake maintenance activities around the village (It is expected that these individuals will have been fully trained in all aspects of their duties including Health and Safety and their company provide appropriate Personal Protective Equipment)
- Six Parish Councillors

### **Training and Qualifications**

- The council will allocate an annual budget to fund staff training and councillor training with associated expenses.
- The council will actively encourage all members of the council to participate in training programmes and seeking qualifications relevant to the role.
- Training and development can be defined as any activity designed to help individuals become more effective in their activities, by improving, updating or refining their knowledge and skills. It encompasses a range of activities including for example, involvement in various projects, attendance at training courses, conferences or seminars, visits to other organisations, work shadowing, formal study, coaching /mentoring and accessing the internet.

### **Employee Development**

- All staff will be provided with a full Job Description before employment starts.
- The Job Description will clearly define the role that that the individual will undertake within the council and the tasks they will be expected to perform within the role.
- Appraisals will be undertaken and should take place on an annual basis, when staff are given the opportunity to identify and discuss their training needs and development aims.
- The council encourages any member of staff to develop within their current role.
- All staff are encouraged to impart their knowledge to all council members irrespective of their position, where it is to the benefit of that person(s) and the business of the Council.
- The council will respond positively to training and development requests.

# COTTERED and THROCKING PARISH COUNCIL

## **Clerk**

- If not already qualified the council will expect the Clerk to obtain the Certificate in Local Council Administration (CILCA) within a reasonable period of time.
- The council will expect that the Clerk will be responsible for their own continuous development by identifying appropriate training interventions as identified above or by attending courses offered by the Hertfordshire Association of Parish and Town Councils (HAPTC) to whom CPTC is a member.

## **Councillors**

- Upon their appointment, Councillors will be furnished with the necessary council documents and literature prior to their first meeting by the Clerk along with an induction to CPTL.
- Councillors will be expected to attend within the first year of office the Basic Councillors training course that is co-ordinated by HAPTC.
- Councillors are expected along with the Chairman to identify any additional development needs they may require in fulfilling their role within the council.

## **Tools and Equipment**

The council recognises the need to provide the appropriate tools and equipment for members to fulfil their function within CTPC, in the implantation of any new activities, Risk assessment will be conducted where necessary, Induction and training will be provided to ensure that the equipment is used in a safe and efficient manner.

## **Review**

This policy will be reviewed and updated by CTPC as required in line with best practise and current legislation.

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Date: 16<sup>th</sup> May 2018