



GROSMONT COMMUNITY COUNCIL

Training and Development Policy

Approved:

Minute reference:

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Introduction

Grosmont Community Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

1. Policy Statement

Grosmont Community Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Officers and any other workers (paid or voluntary) of the Council are suitably equipped with the knowledge and skills to carry out their roles, maintain effective working practices and deliver the Council's objectives. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work and fulfilment of its strategy.

2. Training and development activity

Grosmont Community Council consists of seven Councillors when all vacancies are filled and one officer — an employed part-time Clerk/RFO. Training and development will be regularly reviewed but will contain as a minimum requirement:

2.1. For Councillors:

- a) Attendance at induction sessions explaining the role of Councillors
- b) Provision of the Health and Safety policy, Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c) Provision of a set of the Good Councillor guides for self-learning
- d) Access to relevant courses provided by bodies such as the One Voice Wales.

2.2. For Officers and staff:

- a) Induction session explaining their role.
- b) Provision of copies of the Health and Safety policy, Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.

- c) If not already qualified the officers should attend a ILCA and/or FILCA Courses and look to attain the Certificate in Local Council administration (CiLCA). If CiLCA qualified the officers should undertake Continuing Professional Development training (CPD) as appropriate to their role and approved by Council.
- d) Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- e) A copy of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.

2.3. For Volunteers:

- a) Induction session explaining the role of volunteers.
- b) Provision of copies of the Health and Safety policy, Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.

3. Training needs identification

3.1 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

3.2 Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Community Council prior to setting the training budget. Training needs for the proper officers will be identified through the annual staff appraisal.

3.3 They will be expected to keep up-to-date with developments in their sector and highlight to the Council any training required.

4. Training Resources

4.1 Annually, a budget allocation will be made to enable reasonable training and development.

4.2 Annually, the Council will consider a budget allocation for a subscription to the Society of Local Council Clerks and One Voice Wales to enable the Councillors, Officers and volunteers to take advantage of their training courses and conferences.

4.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

5. Evaluation and review of training

5.1 On completion of a training event, participants will provide council with a report (verbal or written) on the event attended, its appropriateness for the individual's role and any shortcomings in the content covered. The report should also state whether the attendee would recommend the course to future potential attendees. Such reports are an essential part of the Council's evaluation of the relevance, content, appropriateness and overall value for money of the training provided. Any additional training needs highlighted as a result will be brought into the training identification process in section 4 above.

5.2 Training needs will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight a training need and specific requests from Councillors, officers and volunteers.

5.3 The Clerk will maintain a record of all training attended by Community Council representatives.

6. Next Review

This Policy will be reviewed each calendar year. Next review required by 31st July 2026.