



# **WALMER PARISH COUNCIL**

## **TRAINING/ LEARNING AND DEVELOPMENT POLICY Adopted January 2017**

### **1 Introduction**

The objectives of this strategy are to:

- Encourage Members and officers to undertake appropriate training (Learning and Development)
- Allocate training as identified and agreed
- Ensure that all training is evaluated to assess its value

### **2 Commitment to Training**

- 2.1 *Walmer Parish Council* is committed to the ongoing training and development of all Councillors and officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town/village.
- 2.3 *Walmer Parish Council* recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

### **3 The Identification of Training Needs**

- 3.1 Officers will be asked to identify their development needs along with their line manager during their annual appraisal, during formal interview/review, following confirmation of appointment and during formal and informal discussion
- 3.2 Members will be asked to identify their development needs in the following ways:
  - Following election/co-option
  - Formal and informal discussion

### **4 Corporate Training**

Corporate training is necessary to ensure that officers are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Officers will be required to attend training courses, workshops or seminars where suitable training is identified.

## **5 Financial Assistance**

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

## **6 Evaluation of Training**

- 6.1 Records of all training undertaken by officers will be kept in the personnel files of each member of officers.
- 6.2 As part of *Walmer Parish Council's* continuing commitment to training and development, officers are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

## **7 Linking with other Council Policies**

- Equality of opportunity in all aspects of Member and officer development;
- A training policy and training record for both Members and officers is a requirement for the accreditation of the national Local Council Award Scheme.
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

## **8 Reporting on Progress**

The Clerk will report annually to the Human Resources Committee detailing attendance at training over the year, as well as the inclusion of the Member and officers evaluation of courses attended.