

**ROLLESBY PARISH COUNCIL**  
**TRAINING & DEVELOPMENT POLICY**

**POLICY STATEMENT**

Rollesby Parish Council is committed to ensuring that all its councillors and staff are properly trained to enable the council to deliver services to the public in order to make Rollesby a better place to live, work and visit. A commitment to training and development greatly assists in achieving good governance and an effective system of risk management. Ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the council. It is also acknowledged that undertaking training and development is a clear indication of continuing professional development.

**OBJECTIVES**

To enable RPC to provide the highest quality of representation and services to its electorate the following objectives will be met by;

1. Encouraging Councillors and staff to undertake appropriate training and development through in-house and external training.
2. Allocating training in a fair manner
3. Ensuring that all training is evaluated to assess its value
4. Providing financial support to attend training

In addition, the Council expects the Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional body.

**BENEFITS**

The provision of training yields a number of benefits, notably it;

- Improves the quality of the services and facilities that Rollesby Parish Council provides
- Enables the organisation to achieve its corporate aims and objectives
- Improves the skills base of the employees and Councillors
- Produces confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employees are valued

**IDENTIFYING TRAINING AND DEVELOPMENT NEEDS**

The need for training and development can be identified in a number of ways. These include;

- Proposals from councillors, or the Clerk
- Changes in legislation
- The Clerk's appraisal
- Questionnaires
- Professional errors or omissions
- The introduction of new processes, working methods or IT
- Council resolutions

- Community consultation
- Complaints to the council
- Delivery of new services

## **IMPLEMENTATION**

The council's Training and Development Policy covers both councillors and staff:

### **Councillors' Training**

The policies of the Parish Council are set by the Council as a corporate body and much of what it achieves is done so through its contacts and relationships with partner bodies working in the community. It is essential, therefore, that all Councillors are afforded appropriate training on the role and remit not only of parish councillors but also on the role and responsibilities of the other tiers of local government and public bodies providing services on behalf of local residents. A training budget will be maintained for Councillors' training.

All Councillors will be offered the opportunity to attend relevant training courses provided by various service providers where a need is established. This will be addressed through Agendas and ascertaining from Members, in discussion with the Chairman and Vice Chairman, which courses would be appropriate for them to attend. Training will be particularly relevant for new councillors whenever they are elected or co-opted onto the Council. This should be appropriate to their needs and timely and should cover not only the operational activities of the council but also the various roles and responsibilities of councillors and staff working for the organisation..

The Council recognises that most formal training for councillors will be provided by outside bodies. Therefore, close links have been established with various training providers including Norfolk Parish Training & Support, Norfolk Association of Local Councils and the National Association of Local Councils.

If the whole Council identifies a need for training on a particular subject, the clerk will seek an appropriate mechanism for delivering this.

### **Staff Training**

The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their various duties as efficiently and effectively as possible.

It will be particularly important to ensure that all new staff are given appropriate and timely induction training on the council's operational activities and the ambitions it is seeking to deliver for the local community.

The Council will seek to ensure that the Clerk will hold (or work towards) the CiLCA Qualification operated by the Society of Local Council Clerks. Funding will be made available by the Council for this qualification to be achieved.

## **COST AND BUDGETING**

The Council will maintain a specific budget to fund training requirements. The Training and Development budget is set annually and the year to date figures are reported through the monthly financial reports presented at council meetings. As not all training can be identified at the time the budget is set, a contingency figure must be built into the final

budgeted figure, which includes this 'unidentifiable' amount. The budget must also include travel expenses.

### **TRAINING COURSE FEEDBACK**

In order to evaluate training, employees and councillors will be required to evaluate how successful and appropriate the training has been. This will help to inform the commissioning of future training.

Staff and councillors will be asked to report on all training course attended; this should be written in order to identify whether there was anything learned that the Parish Council can use and implement to improve its overall operating performance and effectiveness. A feedback form will be provided for this purpose (shown below).

The purpose of feedback is to provide shared learning across the organisation, which provides training and development benefits, facilitates a consistent culture across the organisation and ensures value for money.

### **REVIEW**

This document has been produced as a training and development strategy for the Council and will be reviewed annually.

This policy was approved and adopted by Rollesby Parish Council at its meeting held on 15<sup>th</sup> April 2024.

# ROLLESBY PARISH COUNCIL

## Training & Development Feedback Form

**Title of event:**

**Date of event:**

**Location of event:**

**Presenters / Trainers:**

<b>Instructions:</b> Please tick your level of agreement with the statements listed below	Strongly Agree	Agree	Disagree	Strongly Disagree	Not relevant to this event
1. The objectives of the training were met					
2. The presenters were engaging					
3. The presentation materials were relevant					
4. The content of the course was organised and easy to follow					
5. The trainers were well prepared and able to answer any questions					
6. The course length was appropriate					
7. The exercises/role play were helpful and relevant					

8. The venue was appropriate for the event					
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10. What was most useful?

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11. What was least useful?

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12. Would you recommend this course to colleagues?      Yes/No    Why?

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13. Any other comments?

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**THANK YOU FOR COMPLETING THIS FEEDBACK FORM. FEEDBACK RECEIVED WILL BE USED TO IDENTIFY FUTURE RELEVANT TRAINING & DEVELOPMENT OPPORTUNITIES.**