

## TRAINING AND DEVELOPMENT POLICY

### Introduction

Cottenham Parish Council recognises that ongoing investment and commitment to training and development of staff and councillors is essential if quality services are to be provided, maintained and continually improved, and if the Council is to achieve its aims and priorities. Development and training is a joint commitment between staff and elected Councillors and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

### Councillor and Staff Training Commitment

Training and Development is for all members of staff and elected members. It includes on-the job training and attendance at courses e.g. those run by the County Training Partnership or the Society of Local Council Clerks and attendance at conferences.

### Councillor Training

- All new councillors will receive an induction file providing information to allow them to commence their duties.
- Newly elected members (rather than re-elected members) will attend new Councillor Development Training.
- All councillors will be required to attend training which enhances their ability to participate in the running of the council i.e. Chairmanship Training

### Clerk Training

- The Clerk will be expected to hold ILCA (Introduction to Local Council Administration or obtain the qualification within 6 months of joining.
- The Clerk will be expected to hold (or be working towards) CiLCA (Certificate in Local Council Administration).
- Attendance at SLCC (or other body) courses as needs are recognised.
- The Clerk will maintain their own CPD training record.

### Assistant Clerk Training

- The Assistant Clerk will be expected to hold ILCA (Introduction to Local Council Administration or obtain the qualification within 6 months of joining.
- The Assistant Clerk will be expected to work towards CiLCA (Certificate in Local Council Administration).
- Attendance at SLCC (or other body) courses as needs are recognised.
- The Assistant Clerk will maintain their own CPD training record.

### RFO Training

- The RFO will be expected to hold ILCA (Introduction to Local Council Administration) and FILCA (Financial Introduction to Local Council Administration) or obtain the qualifications within 6 months of joining
- The RFO will be expected to hold (or be working towards) CiLCA (Certificate in Local Council Administration).

- Attendance at SLCC (or other body) courses as needs are recognised.
- The RFO will maintain their own CPD training record.

### **Training and Development Budget**

Cottenham Parish Council will set aside a sum of money annually for training and development within their budget. This sum will take into account:-

1. The identified training and development needs of staff and elected members.
2. Training and development needs that are essential to improve and progress the agreed policies of the council.
3. The cost of training, development and learning.

### **Responsibilities**

- The Clerk to inform all councillors of information on courses received. To include courses run by CAPALC and others that may be appropriate.
- Councillors to evaluate their own needs in Oct/Nov to coincide with budgeting process.

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