



FOREST ROW PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

1. INTRODUCTION

1.1 The Council recognises that training and development for Councillors and staff is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.

1.2 The Council will be guided by the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Sussex and Surrey Association of Local Councils and Society of Local Council Clerks to ensure Councillors and staff may attend their training.

1.3 The Council commits to ensuring Councillors and staff are trained to the highest standard and are kept up to date with new legislation.

1.4 To support this commitment, funds will be allocated in the annual budget to enable Councillors and staff to attend appropriate training and conferences relevant to their office.

2. COUNCILLORS

2.1 All Councillors, when first elected, shall attend a New Councillors Training Course and Induction within the first month after election, if reasonably possible.

2.2 Councillors should continue, during their time in office, to attend relevant courses to keep up to date with legislation and their responsibilities.

2.3 The Clerk may also arrange in-house training sessions on appropriate topics, and Councillors will use their best endeavours to attend such training.

3. STAFF TRAINING

3.1 Staff members are encouraged to pursue professional qualifications, where such exist. It will be a requirement of the Clerk's role for the job holder to hold the Certificate in Local Council Administration (CILCA) or commit to achieving it within eighteen months of appointment.

3.2 All staff shall attend training and personal development courses relevant to their posts. Staff members are encouraged to make suggestions through the Clerk for appropriate training.

3.3 Where there is clear benefit to the Council, payment for any personal development training will be made by the Council, and the staff member will be expected to use their new or improved skills in their existing role within the Council.

3.4 Where the cost of elective training exceeds £500, the staff member will repay to the Council the full cost of the training if they leave the employment of the Council within 12 months of completion.

of the training, and 50% of the cost of the training if they leave the employment of the Council after 12 months, but within 24 months of the completion of the training.

4. RECORDS

4.1 The Clerk shall draw up annually a training needs analysis for Councillors and staff to ensure that appropriate training is made available and carried out in a timely fashion and within budget.

4.2 The Clerk shall keep a record of all training of Councillors and staff.

Policy due for review: May 2022
