

**CAPEL PARISH COUNCIL  
TRAINING AND DEVELOPMENT POLICY**

**1. Introduction**

- 1.1 The council recognises that training and development for staff and councillors 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 comply with 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 staff and councillors may attend their training.

**2. Policy Commitments**

- 2.1 The council commits to ensuring staff and councillors are trained to the highest standard and are kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

**3. Training Plan**

- 3.1 The Parish Council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 Records of all training of staff and councillors will be kept by the Clerk.
- 3.3 All new councillors will receive an induction pack prepared by the Clerk and invited to attend an induction meeting with the clerk and chairman of council following the parish elections every four years, where basic information relating to the council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

**4. Professional Qualifications**

- 4.1 All staff members will be encouraged to pursue professional qualifications, such as the Certificate in Local Council Administration (CiLCA) or equivalent. It will be a requirement of the Clerk role for the job holders to hold the qualification or commit to achieving it within 18 months of appointment.
- 4.2 The council will meet the financial cost of registering for and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

4.3 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

*Based on SALC Model Policy*

<b>Adopted</b>	<b>Reviewed</b>	<b>Next Review</b>
17/02/2020		31/12/2020