



COLEHILL PARISH COUNCIL

TRAINING, DEVELOPMENT & APPRAISAL POLICY **– ADOPTED 10th Dec 2024**

1. The Benefits of Training & Development

- 1.1 Colehill Parish Council is committed to the continuous training and development of its councillors and employees in order to assist the Council in achieving its aims and objectives and fulfilling its duties and responsibilities to residents.
- 1.2 The Council recognises that its councillors and employees are its most important resource and supports any relevant training and continuous professional development that they may wish to undertake. It is essential that they have opportunities to enhance their skills, knowledge and qualifications through training and development activities. This will enable them to maintain effective working practices.
- 1.3 Training is also necessary to ensure compliance with legal and statutory requirements . It is further recognised that training and development is a continuous process, and that this is essential as legal requirements change over time.
- 1.4 It is essential that all councillors and employees are given equal opportunity to develop their knowledge of local government and to learn new skills to enable the successful carrying out of their role.
- 1.5 Councillor and employee development is recognised as an integral part of the Council's business and ensures that both councillors and staff feel valued and able to carry out their role with confidence.

2. Training and Development Strategy

- 2.1 Training & development for Councillors will include as a minimum:
 - a) Provision, on appointment, to a copy of the Good Councillor's Guide produced by NALC.
 - b) Provision, on appointment, to details of the key governance documents on our web site that they should read including: Standing Orders, Financial Regulations, Code of Conduct and other policies of the Council.
 - c) Attendance at a DAPTC training course for new Councillors, usually within six months of appointment.
 - d) Access to any other relevant courses provided by external bodies e.g. unitary authority, DAPTC.
 - e) Specialist training identified on an ad hoc basis, according to the roles and responsibilities being performed.

- f) Provision of any relevant documentation such as briefings/newsletters.
- g) The offer of one-to-one training from the Parish Clerk on our accounts and financial processes.
- h) Guidance, mentoring and support as appropriate from councillors with more experience on specific matters, recognising that most training is 'on the job'.
- i) The Parish Clerk is responsible for keeping up-to-date with developments in the sector and highlighting to the Council any additional training that may be required by Councillors.
- j) Relevant additional training may be requested at any time.

2.2 Training & development for Employees will include as a minimum:

- a) Induction sessions explaining the role and tasks to be performed.
- b) Provision, on appointment, to details of the key governance documents on our web site that they should read including: Standing Orders, Financial Regulations, Code of Conduct and other policies of the Council.
- c) Attendance at a 'New Clerk's' training course or similar, where appropriate for the role.
- d) Encouragement to complete the Certificate of Local Council Administration (CiLCA) within 24 months of appointment, where appropriate for the role.
- e) Any other training relevant to the role e.g. legal, financial, management.
- f) Attendance at relevant training courses held by external bodies such as SLCC, DAPTC and the unitary authority.
- g) Subscription to relevant publications and advice services.
- h) Employees will be encouraged to be proactive in identifying their own training and development needs to assist the Council in fulfilling its obligations.
- i) Staff training will also be identified as part of the annual appraisal process, staff meetings and informal discussions.
- j) Relevant additional training may be requested at any time.

3. Training Expenditure

- 3.1 All training expenditure must be approved by either full Council or an appropriate Committee. Councillors and employees are also permitted to claim expenses for travel to and from training where required.
- 3.2 Budgets will be allocated each year to accommodate the training needs of Councillors and Employees.
- 3.3 The Parish Clerk will keep an annual record of all training that has been completed by councillors and employees for information and record purposes.

4. Review and Evaluation of Training

- 4.1 The Governance Working Group will review the effectiveness of the Training & Development Policy on an annual basis and will make recommendations to the Council if any weaknesses or potential areas of improvement are identified.
- 4.2 Training will be reviewed in the light of changes to legislation, revision of working practices, complaints received or incidents which highlight a training need for either a councillor or employee .
- 4.3 Anyone who attends a training event will be asked to provide feedback to the Parish Clerk so that the effectiveness and relevance of the training can be ascertained.

5. Employee Appraisal Policy

- 5.1 All employees will be subject to an annual appraisal, to review their performance over the previous year and to agree their training and development plan for the year ahead.
- 5.2 The Parish Clerk's appraisal will be conducted jointly by the Chair and Vice-Chair of Council, as specified in Standing Orders. All other employees will be appraised jointly by the Parish Clerk and Chair of Council.
- 5.3 Appraisals will be a supportive and developmental process, focused on ensuring employees have the appropriate skills and support they need to carry out their role effectively.
- 5.4 The output from the appraisal will be recorded using the Appraisal Form shown in Appendix A, which will be filed by the Parish Clerk in the appropriate employee file.

Version History

Date	Summary of Changes
7/4/21	New Policy
5/4/22	Removal of the word 'Some' at 1.3
20/8/24	Amend 3.1 to allow council or an appropriate committee to approve training expenditure
10/12/24	Policy re-titled and sect 5 & Appendix A added to cover the appraisal policy

This Policy will be reviewed annually, next review due December 2025.

Appendix A – Annual Appraisal Form

This form will be completed by the Parish Clerk and all other employees on an annual basis.

Name:

Role:

Appraisal Date:

1. Key Achievements

What were your main 3-5 achievements over the last year?

-
-
-
-
-

2. Learning Points

What things didn't go so well, and what would you have done differently in retrospect?

-
-
-

3. Training and Development Plan

What training & personal development will you undertake over the next year?

-
-
-
-
-

4. Actions

Any actions agreed, including any matters to be referred to Council for consideration.

-
-
-

Appraisal output agreed by... Appraisee: _____

Appraiser(s): _____