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## **Training And Development Policy**

### **Purpose and scope**

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities. It applies to all staff and Members.

Illogan Parish Council encourages all Councillors and employees to access appropriate training to equip themselves with the relevant skills and knowledge to meet both present and future needs. The aim is to improve the standards of professional practice and to play a leading role in raising the status of local government. It is also the intention to promote and sustain progression through Continuing Professional Development (CPD) of Members and employees.

Illogan Parish Council believes that appropriate training is essential to provide the standard of service to which the Council is committed. The Council encourages employees and Members to be proactive in their personal training and development. The Council will ensure funding is available for the training needs of both members and employees in its annual budget.

### **Identifying, Meeting and Evaluating Training and Development Needs**

Training needs are determined by:

- Induction and probation periods
- One-to-ones
- Appraisal
- Legislation changes
- The launch of new, or revised qualifications
- Accidents or Incidents.
- New equipment.
- New processes/working methods.

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Adopted: 26.03.2025 Minute Number: GR25/03/12.2

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- Complaints to the Council.
- Requests from a Councillor or employee.
- Changes in personnel.

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through employees' annual appraisals. The Council will consider providing support for appropriate further education and professional qualifications including granting study leave for revision and examination days.

### **Councillor Training And Development**

All new Councillors will be provided with an induction pack. This pack will include sufficient information to allow Councillors to undertake their duties upon election or co-option.

All new and existing Councillors are encouraged take up opportunities to attend courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations.

Details of training courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council, and other appropriate organisations will be circulated to Members via email and at Full Council and Committee meetings.

Councillors will be offered the opportunity to join in any relevant staff training; particularly those concerned with health and safety and fire regulations.

### **Staff Training And Development**

All new staff will be given in house training, both formal and informal.

Staff training may include, depending on the employee's role, but is not limited to:

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- Health and safety procedures.
- First aid at work.
- Fire Warden.
- Operational Play Inspection Training.
- Traffic Management for Community Events.
- Certificate in Local Council Administration (CiLCA).
- Legionella Control for Responsible Persons.

All staff will be given regular health and safety training.

All staff are encouraged to identify and discuss their training needs.

Staff will be supported in acquiring qualifications appropriate to their post. The Council will provide support where it is deemed appropriate.

## **Study leave**

Where employees require study leave to undertake training, they will be able to take all the leave within normal working hours.

Time off for study leave must be approved in advance. To make a request the employee is asked to write to the Clerk (or Chairman and Vice Chairman of the Staffing Committee), setting out the details of the course of study, how it relates to their work, and the time being requested.

## **Training Resources**

The Council's policy is to pay for membership of professional bodies which include the Cornwall Association of Local Councils (CALC), National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), South West Councils and other appropriate bodies who provide

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local council related training sessions and literature, as approved annually by the Parish Council. Other resources include books, journals and other publications, the website and the internet.

## **Measuring The Impact Of The Training Attended**

All Members and employees attending conferences, seminars and training sessions are required to give a report of the event at the next full council meeting. The Council recognises that Continuous Professional Development is not just about attending such events. Continuous Professional Development should be regarded as an activity which has the potential to develop practice through critical reflection. The Clerk will maintain a clear evidence record of all training events attended for both Councillors and employees.

This is a non-contractual procedure which will be reviewed from time to time.

## **Reviewed – for Office use only**

Review Date: 25.03.2026.

Reviewed By: Governance Review Committee.

Amendments: Councillor Training and Development – 1st line amend to read 'All new Councillors will be provided with an induction pack.'. Staff Training and Development – Amend to read 'Staff training may include, depending on the employee's role, but is not limited to:'. Staff Training and Development – amend First Aid to First Aid at Work and add bullets Fire Warden, Operational Play Inspection Training, Traffic Management for Community Events, Certificate in Local Council Administration (CiLCA), and Legionella Control for Responsible Persons.

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