



Kingsnorth Parish Council

TRAINING & DEVELOPMENT POLICY

Kingsnorth Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also for personal development.

Training

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations”.

Learning can be categorised into the following:

- Intuitive – learning which happens by chance, and we may not be conscious of it.
- Incidental – learning by reflection on events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we have learned.

Training Aims

The Council’s training aims are the following:

Parish Council Members

- To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.

Parish Council Staff

- To provide the necessary training to its staff to ensure that they can undertake their respective roles and be fit for purpose.
- To be skilled and resourced to be able to deliver services or activities as outlined in the Parish Council business plan.

To ensure succession planning to:

- Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
- Ensure the Council can continue to operate during times when staff may be unavailable (e.g., holidays, sickness, staff turnover etc.).

Identifying Training and Development Needs

Parish Council Members

- An induction will take place with all newly appointed councillors to be provided by the Parish Manager and the Chair or Vice Chair of the Council.
- Newly appointed Councillors are encouraged to attend the Dynamic Councillor Training Course.
- Councillors will be encouraged to attend any training they feel will benefit their role and/or improve their knowledge or skills.
- A skills audit of Parish members will take place after each election, to encourage development and identify skills of members.

Parish Council Staff

- A contract of employment and job description will include details of the Council's commitment to training.
- Society of Local Council Clerks (SLCC) membership provided to the Parish Manager.
- The current or any new Parish Manager to hold or agree to undergo training for the Certificate in Local Council Administration (CiLCA).
- Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Parish Council Staff are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Parish Council.
- Relevant additional training may be requested at any time.

Training Resources

A budget will be set for Parish Council members and staff training each financial year.

Parish Council members and staff are required to report on any training attended either verbally or by a written report and advise of anything learned that the Parish Council could possibly use and implement in the future.

Training Providers

Training providers are for both Parish Council Members and Staff:

- Kent Association of Local Councils (KALC) or other County Associations.
- Society of Local Council Clerks (SLCC).
- National Association of Local Councils (NALC).
- In-house – if the whole Council requires training on a particular subject the Parish Manager will source the appropriate qualified person to attend.
- Other professional trainers/organisations with appropriate knowledge or skills.