



## Vigo Parish Council Training and Development Policy

### Purpose and scope

Vigo Parish Council encourages the training and development of its clerk, employees and councillors, and is committed to ensure that they are provided with the skills they require to enable them to achieve their full potential and carry out their duties to the best of their abilities.

### Objectives

- To encourage councillors and staff to undertake appropriate training
- To provide financial support to attend training
- To allocate training in a fair manner and to provide equality of opportunity
- To improve the quality of service provided by Vigo Parish Council
- To improve the skills base of councillors and staff
- To ensure that councillors and staff are kept up to date with all new legislation

### Identification of Training Needs

Staff and councillors are encouraged to be proactive, but the following will also be used as a tool to identify training needs:

- Probationary periods
- Annual appraisal (staff)
- A change in job description
- Notification of training opportunities (KALC bulletins)
- Legislative requirements (eg Health & Safety, Data Protection)
- Change in legislation or changes in systems (eg the Annual Governance & Accountability Return)
- Complaints received / professional error

Training will include formal courses, briefings, seminars and conferences.

### New Councillors

- All new councillors will be expected to attend the “Nuts and Bolts of Parish Councils” which is run by Kent Association of Local Councils.
- All new councillors will be provided with copies of standing orders, financial regulations, code of conduct, polices of the council, and any other information deemed relevant at that time.
- All councillors will be given access to the NALC Good Councillor Guide.

### Existing Councillors

- Will be required to attend specialist or appropriate training courses dependent on the needs of the council (eg chairmanship, planning, finance).
- To attend refresher courses when required.

## **Staff**

Staff will be provided with / have access to all relevant publications (e.g. Arnold Baker on Local Council Administration, the SLCC Clerks Manual etc).

The following is applicable to all council staff:

- Encouraged to attend all relevant SLCC and KALC / NALC training courses
- Provided with a contract of employment setting out clear objectives and expectations
- Encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Encouraged to attend any other training relevant to the discharge of their duties (eg IT, legal powers, finance and planning)
- Encouraged to attend local meetings (clerks forums and briefings)
- To be a member of SLCC (the council will reimburse the costs for membership)

## **Funding**

Vigo Parish Council sets a training budget annually, according to the needs of the council and its staff and is responsible for the costs associated with any training and development that it considers necessary for its staff and councillors.

The council reserves the right to reclaim the costs of training where the employee:

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

## **Study Leave**

Vigo Parish Council will, where necessary, consider giving reasonable paid time off for study leave. This should be agreed in advance.

No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, requests for flexible working to allow the study to take place will be considered as long as the needs of the council can be met.

## **Evaluation**

All councillors who attend training courses are expected to report back to Full Council verbally with a report of the training, its relevance, content and appropriateness.

The Clerk will maintain a record of training undertaken.

## **Review**

This policy will be reviewed every two years, unless legislation or circumstances change.

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Policy author	Joanne Glass (Clerk)
Policy agreed by Full Council	24th November 2025 (minute 765)
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