

# Ainstable Parish Council

Serving the villages of Ainstable, Croglin, Newbiggin, and Ruckcroft,  
the communities of Dale and Longdales, and the surrounding farms and houses

**Chairman: Nigel Vear,**  
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## Training and Development Policy

**This policy was adopted by the Parish Council at its meeting held on 16<sup>th</sup> March 2021**

To be reviewed March 2022

### 1. Introduction

Ainstable Parish Council is committed to ensuring that its employees and councillors are provided with the training they require to:

- enable them to carry out their duties to the best of their abilities.
- ensure they are up to date with all current legislation.
- are able to deliver Ainstable Parish Council's strategic priorities efficiently.

### 2. Policy Statement

Ainstable Parish Council is committed to the provision of training and development to help raise its overall performance, and will comply with equal opportunities and other council policies when assessing training and development needs.

The training and development policy is aligned with Ainstable Parish Council's overall priorities and objectives, forms part of the overall performance management of Ainstable Parish Council and gives due regard to the personal development needs of individuals.

The Clerk is responsible for sourcing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Ainstable Parish Council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various training providers including the Society of Local Council Clerks and the National Association of Local Councils.

### 3. New Staff

Ainstable Parish Council employs one part-time Clerk, who also acts as Responsible Financial Officer (RFO). Depending on prior experience in similar roles, new members of staff may be required to attend relevant training provided by CALC, including Clerk Induction modules and finance training.

### 4. The Clerk

- Is encouraged to identify their own training and development needs.
- Is provided with a contract of employment setting out clear objectives and expectations.
- Receives an employment and salary review annually from Ainstable Parish Council.
- Is encouraged to attend training relevant to the proficient discharge of their duties.

- Receives regular feedback from the Chairman of Ainstable Parish Council on their performance.
- Is required to complete training and activity each year to meet the requirements of the Local Council Award Scheme.
- Is required to work towards CiLCA qualified status.

## 5. All Councillors

- Are encouraged to undertake Cumbria Association of Local Council training upon first joining the parish council.
- Are encouraged to undertake further training of interest and relevance to them, to develop and enhance their skills during their time in office.
- Are encouraged to attend a whole council training session, which will be offered once per year.

## 6. Training needs identification

- Opportunities to attend courses will be investigated by the Chairman of Ainstable Parish Council.
- Training needs will be identified through the recruitment process for new staff, including application form and interview, formal and informal discussions and annual staff appraisal for existing staff.
- All staff are expected to keep up-to-date with developments in the sector and highlight to Ainstable Parish Council any training required.

## 7. Resourcing Training

- Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that Ainstable Parish Council could enhance through training.
- An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

## 8. Evaluation and review of training

- Staff are required to evaluate how successful and appropriate any training undertaken has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.
- Ainstable Parish Council will maintain an updated training record for all staff and will review the training and development policy on an annual basis.

**Signed**

**Date**

**Signed**

**Date**

**Clerk to Ainstable Parish Council**

**Chairman of Ainstable Parish Council**