



Training and Development Policy 2024 - 2025

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Executive Clerk and RFO

1. Introduction

Denham Parish Council values training and development for staff and councillors, as part of the continuous personal development strategy for enhancing the council's reputation in delivering high quality services to the residents of the parish.

This policy is to provide a framework for identifying training needs for staff and councillors. The parish council has money allocated in the budget for training and development.

Denham Parish Council recognises that through this policy everyone gains more knowledge and empowerment in every aspect of their job. Denham Parish Council recognises its duty to provide equal access to all, in accordance with its own policy titled 'Equality, Diversity and Inclusion'¹.

2. Commitment

Denham Parish Council is committed to developing its staff and councillors to assist the council in achieving its aims and objectives.

The Council will ensure that everyone can access training to meet the needs of the job by improving their skills and gaining further knowledge within their role.

The Council will provide resources to enable staff and councillors to access relevant training support and sources of information.

3. Staff Training

New members of staff will receive on-the-job training as an induction, which must include Health and Safety training². This will include advising where the fire extinguishers, first aid box etc are located within the office. Further H&S training will be provided by external training companies or via on-line training courses.

As part of the on-going staff development, it is important to be pro-active in identifying training courses, workshops, briefings which will support them in effective delivery of services.

Decisions will be made subject to training budget available and other work commitments. It may be necessary to consult with the Clerk if there is any conflict in the timing of attending external training events.

Training activities are available through a number of different sources, such as Buckinghamshire Association of Local Councils, Society of Local Council Clerks or the National Association of Local Councils. Some training that is provided can be done on-line, which is a useful method of gaining information about a particular subject or updating IT skills.

¹ Equality Act 2010 s.149, s.4

² Health and Safety at Work Act 1974 s.2

The ability to learn and develop in the role is an essential requirement of the job, as it is important to be able to communicate with residents, contractors, councillors, and colleagues in a knowledgeable understanding way.

Training needs can be identified through a variety of courses that are available either on-line, or in person at a training venue to enhance knowledge and skills. Another aspect is through the annual appraisal process to identify courses that are available within the sector depending on the requirements of the job.

The parish clerk is expected to hold a qualification from the Society of Local Council Clerks, or at least be studying for a recognised qualification. CiLCA is a foundation qualification for local council officers, as this will meet the requirements of carrying out your responsibilities effectively with the parish council.

The Deputy Clerk will require some understanding of their role within the parish and may choose to complete an ILCA certification course. This is an introduction to local council administration.

This is all part of the Continuous Professional Development training for all employees of Denham Parish Council.

4. Councillor Training

Councillors can attend any training course that enables them to gain further knowledge, depending on the standing committee that they are a member, or wish to become a member of at a future date.

Currently, we have several standing committees that may require individual councillors to attend courses that will benefit them within the role of committee member. The standing committees consist of Finance, Planning, Services, Communities and Events, and Policy & Procedures.

Equally, some members who are Chairs these standing committees, may wish to attend suitable courses that will hone their skills as Chair of a committee.

Councillors are required to actively participate in identifying their training and development needs.

This is all part of the Continuous Professional Development training for all Councillors that are members of Denham Parish Council.

5. Resources

Denham Parish Council provides an annual budget for training and development. The training budget considers the following.

- Identified training and development needs of staff and councillors (including Associated Members).

- Training and development need to improve and progress the agreed policies and strategies of the Council.
- High priority training needs arising from changes to legislation.
- High priority training due to health and safety, financial or reputational risk.

In addition to the cost of attending external training courses, Denham Parish Council covers expenses to cover travelling and parking costs.

Denham Parish Council pays a subscription fee to receive publications that are produced by National Association of Local Councils, Buckinghamshire Association of Local Council Clerks, and the Society of Local Council Clerks.

6. Volunteers

Also, it may be necessary for our volunteers who provide support at our events to have some training, whether that is on-the-job training or specialise training when it is required depending on the type of event that is being held.

This training and development policy to be reviewed annually, as there could be changes in legislation.

Derek Wilson

Executive Clerk and RFO

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