

# Wheatley Parish Council Learning and Development Policy

Wheatley Parish Council (WPC) are committed to developing and supporting its councillors and employees to enable them to fulfil their duties and responsibilities.

## **Councillors**

All new councillors will receive an induction and induction pack from the Clerk. They should attend basic councillors training within 12 months of taking office.

Councillors who take on specific roles or require specialist skills/knowledge (e.g. planning committee, or role of chair) should seek to attend training within 12 months of taking on the role. Requests should be made to the Chair of the Council or to the Clerk.

## **Employees**

Employees will be offered training to enable them to carry out their duties and responsibilities efficiently and effectively or for their personal development.

Opportunities may occur in a variety of ways throughout the year, however the council endeavours to capture these opportunities during the annual appraisal process.

Other requests should be made to the Clerk or the Staffing Committee.

## **Training delivery**

Training can take place in a variety of formats:

- on-the-job/shadowing
- peer/colleague discussion
- seminar/workshop
- webinars
- recognised qualification (iLCA, CiLCA)
- OALC/external training session
- reading of publications, presentations

## **Financial**

A learning and development budget is approved each year as part of the council's budget setting process.

All requests will be considered against the benefit to the council and the resources available. Payments for training should be made by the Clerk/Assistant Clerk. Any transport costs should be presented for reimbursement at the earliest opportunity.

## **Evaluation and training records**

The council welcomes feedback on all training that has been undertaken. This enables new information to be shared, recommendations to be made and for improvements to be suggested.

Records of all training undertaken will be recorded and kept on file in line with the council's GDPR policies.

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