



AYLESHAM PARISH COUNCIL

Training and Development Policy

Introduction

Aylesham Parish Council is committed to ensuring that all members of Staff and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation. The Council recognises that the most important resource is its Staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

Training budgets are allocated to enable attendance at any relevant training and conferences throughout the year.

Policy Statement

The Chief Executive Officer and Deputy Officer are responsible for either procuring or, occasionally providing, 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.

Membership of County Association and SLCC

The Council will retain membership of the Kent Association of Local Councils and SLCC in order that all training opportunities can be accessed.

Training and Development Activity

All Councillors will be:

- Issued with a link to Dropbox which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant;
- Given an electronic copy of the NALC Good Councillor Guide (hard copies are also available, on request);
- Emailed all updates and newsletters which Chief Executive Officer/Deputy Officer receives and deems relevant;
- Encouraged to attend a Kent Association of Local Councils 'Roles and Responsibilities' training course;
- Circulated any other training course details which may enhance their position.

The Chair and Vice Chair are also encouraged to attend the Kent Association of Local Councils Chairmanship course upon their election and acceptance to office.

All staff will be:

- Provided with a contract of employment setting out clear objectives and expectations;
- Receive an employment and salary review annually by the Finance, Audit and Personnel Committee;
- Officers encouraged to attend all relevant Kent Association and SLCC Officer training;
- Staff other than Officers encouraged to attend any appropriate training relevant for their roles;
- Officers encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2), and
- Chief Executive Officer/Deputy Officer encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3);

- All Officers/Staff undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments;
- Encouraged to attend relevant local meetings such as Officer forums and briefings;
- Able to subscribe to relevant publications and advice services including the SLCC and NALC;
- Provided with all relevant publications such as the Local Council Administration reference book and the SLCC Clerks' Manual;
- Given regular feedback from the Chief Executive Officer or Chair of the Finance, Audit and Personnel Committee in the case of the Chief Executive Officer, on their performance;
- Entitled to paid study leave in order to work towards the qualifications.

Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, in consultation with the Chief Executive Officer on their individual needs. Opportunities to attend courses will be investigated by Deputy Officer/Assistant Officer and brought to the attention of the Full Council.

Training needs for Staff will be identified through the recruitment process for new Staff, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.

The Chief Executive Officer/Deputy Officer are expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Resourcing Training

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training.

Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation and Review of Training

The Deputy Officer will maintain an updated training record for all Councillors, Officers and Staff.

Policy Adopted: January 2026

Review Date: Two years, or sooner should legislation dictate: January 2027.