



# TRAINING AND DEVELOPMENT POLICY FOR EMPLOYEES

## Document history

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**THIS TRAINING AND DEVELOPMENT POLICY FOR EMPLOYEES IS PUBLISHED AS  
APPROVED BY CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11 APRIL 2026**



## **Cumbria Association of Local Councils (CALC)**

### **Training and Development Policy for employees**

#### **Introduction**

CALC is committed to ensure that its employees are provided with the training they require to ensure they can carry out their duties to the best of their abilities, are up to date with all current legislation and are trained to a high standard to ensure that they are able to deliver CALC's strategic priorities efficiently.

#### **Policy Statement**

CALC is committed to the provision of training and development to help raise CALC's overall performance and will comply with equal opportunities and other organisational policies when assessing training and development needs.

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

The Chief Officer is responsible for providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to local town and parish councils.

CALC 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.

#### **All staff**

- Are encouraged to identify their own training and development needs.
- Are provided with a contract of employment setting out clear objectives and expectations.
- Receive an employment and salary review annually from CALC.
- Are encouraged to attend training relevant to the proficient discharge of their duties.
- Attend quarterly team meetings.
- Are provided with all relevant publications.
- Receives regular feedback from the Chief Officer of CALC on their performance.

#### **Training needs identification**

- Opportunities to attend courses will be investigated by the Chief Officer of CALC.
- 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 CALC any training required.

### **Resourcing Training**

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

### **Evaluation and review of training**

- In order to evaluate training, the staff are required to evaluate how successful and appropriate the training has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.
- Following attending any training the person who attended will report back to the Chief Officer on the relevance and effectiveness of the training supplied.
- CALC will maintain an updated training record for all staff and will review the training and development policy on an annual basis.
- CALC's Chief Officer and the Chair will agree staff training priorities and the overall training plan as part of the annual budget process.