



Clenchwarton Memorial Hall

Training & Development Policy

1 Purpose and Scope

Clenchwarton Memorial Hall (CMH) is committed to ensuring that all committee members, volunteers and self-employed persons have access to learning, development and training opportunities which enables them to be suitably knowledgeable and skilled to carry out their role.

CMH does not employ staff. CMH trustee management committee are volunteers. Contractors are self-employed.

2 Aims

The main aims of this policy are to:

- ensure that volunteers are supported and enabled to meet the changing demands of our charity and its service users so that the charity achieves its strategic objectives
- facilitate volunteer and/or personal development
- provide a working environment where continuous learning and development takes place that helps trustees, volunteers and the self-employed cleaner carry out their roles.

3 Equal Opportunities

The Charity is committed to ensuring equality of learning opportunity, hence nobody will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief.

4 Responsibilities

The Management Committee, consisting of The Chairperson, Treasurer and Secretary, assisted by Trustees are responsible for agreeing the learning and development budget on an annual basis.

The Management Committee and Trustees also have a responsibility to attend appropriate training to perform their legal duties.

5 Routes to Learning & Development

Options for learning & development may include:

- On the job learning including learning from other trustees
- Offer development opportunities via face-to-face and online training as appropriate

CMH is committed to sharing the learning and lessons gained throughout the organisation. This will be accomplished in a number of ways:

- Giving time in committee meetings to share lessons from training
- Sharing course details with trustees and self-employed cleaner as appropriate
- Maintaining current information, changes in law and current issues.

6 Key Professional and Skills Based Learning

The charity aims to prioritise learning that focuses on areas which:

- enable us to fulfil our strategic objectives
- pertain to any organisational/ statutory/contractual obligations
- are essential in order to generate and maintain income
- enable effective responses and management of legislative changes
- ensure IT skills to meet the Charity's needs
- to ensure the quality of service provision
- enable trustees and the self-employed cleaner to meet their responsibilities in completing continuous professional development as required.
- enable management development in relation to those who have managerial/supervisory responsibilities

7 Core Learning

There are specific areas of learning which are essential for all members of the charity and cover a rolling programme of needs which have been identified as part of a continuous programme of learning and development. Core learning will therefore cover the following areas:

7.1 *Induction*

All new members are given a timely programme of induction including introduction to all policies for the organisation. This is an essential part of staff learning and development.

7.2 ICT (Information and Communication Technologies)

It is important that all employees are given opportunities to enhance their ICT skills base.

8 Recording, Monitoring & Evaluating Learning

The Chairperson is responsible for ensuring that a central record of trustee learning is created and maintained, and that all learning and development activities are monitored and evaluated in terms of suitability, effectiveness and value for money.

Record of Training

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Clenchwarton Management Committee

Adopted: December 2025

Review date: December 2026