

CAVERSFIELD PARISH COUNCIL

DRAFT Training and Development Policy

Introduction

Caversfield Parish Council is committed to ensuring that its Clerk 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.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

Policy Statement

The Clerk is responsible for identifying training needs of both the Councillors and themselves and either procuring or 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.

Training and Development Activity

All Councillors will be:

- issued with an information folder upon their acceptance of office, 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 Good Councillor guide (hard copies are also available);
- emailed all updates and newsletters which the Clerk receives and deems relevant;
- encouraged to attend an OALC *Roles and Responsibilities* training course;
- circulated any other training course details which may enhance their position.

The Chairman and Vice Chairman are also encouraged to attend the OALC Chairmanship course upon their election and acceptance to office.

The Clerk / RFO will be:

- encouraged to attend all relevant OALC clerks' training courses including the Roles and Responsibilities Course;
- provided with a contract of employment setting out clear objectives and expectations;
- receive an employment and salary review annually from the Council;

- encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2) and
- encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3);
- 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 Clerks forums and briefings;
- able to subscribe to relevant publications and advice services including the SLCC;
- provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council;
- given regular feedback from the Chairman of the Council 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, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

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

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council 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 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 Clerk will maintain an updated training record for all Councillors and the Clerk.

Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.

DRAFT 18 August 2017

Adopted on:

Review due: