

# HAUGHLEY PARISH COUNCIL

## TRAINING AND DEVELOPMENT POLICY

Adopted 4<sup>th</sup> May 2021

It is the Council's policy to enable training and development for all Employees and Councillors to ensure that they are trained to the highest standard and kept up to date with all new legislation.

All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.

To support this requirement, funds are allocated to a training budget each year to enable Employees and Councillors to have access to training and development relevant to their role, responsibilities and office.

### 1. Policy Statement

The Council is committed to ensuring that it continues to professionally fulfil its duties and responsibilities to residents. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

### 2. Training and Development Activity

The Council consists of elected Councillors and employs one part-time Parish Clerk, and one part-time Community Caretaker. Training and development will be regularly reviewed but will contain as a minimum requirement:

#### 2.1 For Councillors:

- (a) Induction sessions explaining the role of Councillors and Clerk
- (b) Access to key councillor information such as Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- (c) Access to relevant training and development provided by bodies such as the Suffolk Association of Local Councils (SALC)
- (d) Access to other relevant documentation such as "The Local Councillor", Local Associations Information Service (LAIS) and important briefings,

#### 2.2 For the Clerk:

- (a) Induction session explaining the role of the Clerk
- (b) Access to copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year;

Terms of References for all Committees and Sub-Committees and other information deemed relevant.

- (c) Any other training and development relevant to the proficient discharge of the Clerk's duties such as IT, Legal Powers, Finance and understanding of the planning system, identified through training needs assessments and annual appraisal.
- (d) Attendance at relevant local meetings of professional bodies such as the Society of Local Council Clerks (SLCC) and Networks, such SALC.
- (e) Subscription to relevant publications and advice services.
- (f) Provision of Local Council Administration by Paul Clayden and other relevant publications, which will remain the property of the Council.
- (g) Regular feedback from the Chairman of the Council in their performance throughout the year and at annual appraisal.

*If new in post: after an initial period of 12 months, a new clerk will be expected to work towards the Certificate in Local Council Administration (CILCA) and gain the qualification within a further 24 months.*

#### 2.3 For the Community Caretaker:

- (a) Welcome and introduction to Parish Councillors and Clerk
- (b) Risk assessment to ensure safe working practices
- (c) Scope of work and completion of time sheets
- (d) Briefing on use of provided equipment and relevant health and safety issues
- (e) Regular feedback from the designated line manager throughout the year and at annual appraisal

#### 2.4 For Volunteers:

- (a) Briefings on relevant health and safety matters and the scope of their work prior to starting.
- (b) Assessment of their skill, knowledge and capacity to complete the task in hand.
- (c) Instruction on the safe use of any equipment provided by the Council.
- (d) Feedback from Clerk as deemed necessary and/or appropriate

### **3. Identification of Training and development Needs:**

- 3.1 Training and development requirements for Councillors will usually be identified by themselves in conjunction with the Clerk.
- 3.2 Other opportunities for training and development will be investigated by the Clerk and brought to the attention of the Council.
- 3.3 Annually, the Council will formally review the training and development needs of Councillors, Clerk and Community Caretaker at a meeting of the Parish Council.
- 3.4 Training and development needs for the Clerk will either be identified through the recruitment process for new clerks, including application form and interview, or formal and informal discussions and annual staff appraisal for the existing Clerk.

*The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.*

#### **4. Resourcing Training:**

- 4.1 Annually, an allocation will be made in the budget to enable reasonable training and development.
- 4.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, as well as Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- 4.3 The purchase of relevant resources such as publications will be considered on an ongoing basis.

#### **5. Evaluation and review of training**

- 5.1 All training and development will be evaluated by the Council to ensure that it is relevant to needs, is cost effective and that the quality of the training provision is consistent.
- 5.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk, Community Caretaker or volunteers
- 5.3 The Clerk will maintain a record of training attended by themselves and Councillors.

*Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.*