



SEND PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Introduction

We are committed to ensuring our Councillors and Staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable Staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

Policy Statement

Send Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. Our intention is that Councillors, Clerk, Deputy 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 and development opportunities as it deems necessary and relevant for the delivery of its work.

Training and Development Activity

Send Parish Council consists of nine elected Councillors and employs one part-time Parish Clerk and one Deputy Clerk. In addition, volunteers from within Send provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

For Councillors

- a. Attendance at induction sessions explaining the role of the Council, Councillors and the Clerk.
- b. Provision of a NPC Councillor Information Handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant
- c. Training on the use of the Power of Competence
- d. Access to relevant courses provided by bodies such as the Surrey Association of Local Councils (SALC).
- e. Expenses for attending briefings, consultations and other general meetings for Councillors in Surrey
- f. Circulation of documentation such as briefings and newsletters/magazines

For the Clerk and Deputy Clerk

- a. Induction session explaining the role of the Council, Councillors, Clerk and Deputy Clerk
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- c. Attendance at a "Working With Your Council" Course or similar.
- d. Gaining the Certificate in Local Council Administration (CiLCA) (for the Clerk - within 12 months of appointment - this is a condition of employment).
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by SALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council in their performance.

For Volunteers on Parish Council activities

- 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. Briefing on the safe use of any equipment provided by the Council.

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.

Annually, the Council will formally review the training needs of Councillors and the Clerk and Deputy Clerk at a meeting of the Parish Council.

Training needs for the Clerk and Deputy Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual Staff Appraisals. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required. (See Appendix 1 – Staff Appraisal Form)

Resourcing Training

Annually, an allocation will be made in the budget each year as required to enable appropriate training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Surrey Association of Local Councils to enable the Clerk, Deputy Clerk and Councillors to take advantage of their training courses and conferences.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk, the Deputy Clerk or volunteers.

The Clerk will maintain a record of training attended by themselves, the Deputy Clerk and Councillors.

This Policy was adopted by Send Parish Council on 17th July 2017 and will be reviewed in July 2018