



Training and Development Policy **Adopted 05/02/24**

Introduction

The 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. To ensure this is possible a training budget is allocated to enable them to attend any relevant training and conferences throughout the year. The objectives of this policy are to:

- Encourage councillors and staff to undertake appropriate training and development
- Allocate training in a fair manner
- Ensure that all provision is evaluated in order to judge its value to both the council and individuals

Training and development activity

All Councillors will be:

- Be able to access online Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Supplied with a copy of the 'Good Councillor's Guide' and 'Good Councillor's Guide to Finance & Transparency'.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend relevant Worcestershire CALC training sessions (including specialist training for the Chair and Vice Chair) and other relevant events.
- Circulated any other training course details and events which may further their understanding of the role.

The Clerk & RFO will:

- Be provided with a contract of employment setting out clear objectives and expectations.
- Encouraged to attend all relevant Worcestershire CALC training courses (including training for new Clerks) and other relevant events.
- Receive an employment and salary review annually from the council.
- Be expected to gain the Certificate in Local Council Administration (CiLCA) as soon as is reasonably practicable.
- Be encouraged to attend 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.
- Be afforded the opportunity to attend relevant local meetings such as Clerk's forums and briefings.
- Be allowed to recover costs for relevant professional subscription fees.
- Be provided with all relevant publications such as 'Local Council Administration by Charles Arnold Baker' for reference and for use by the whole Parish Council.
- Receive regular feedback from the Chairman of the council on their performance.

Training needs identification

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses and events 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 and annual staff appraisal.

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. An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation of training

Following attendance of any training the person who attended will report back to the Clerk and Chairman on the relevance and effectiveness of the training supplied.

Changes to this policy

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.