

## **SYDERSTONE PARISH COUNCIL**

### **Training and Development Policy**

#### **1. Introduction**

Syderstone Parish Council is committed to ensuring its 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 parish clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

#### **2. Policy Statement**

Syderstone Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to parishioners professionally, therefore, it is the Council's intention to;

- Support and encourage the training and development opportunities, knowledge and skills of councillors and the parish clerk to help achieve the aims and objectives of the council
- Provide regular and annual reviews of the needs of councillors and the parish clerk
- Provide training and development opportunities deemed necessary and relevant and review the training and development budget accordingly

#### **3. Training and Development Activity**

Syderstone Parish Council has seven elected/co-opted councillors and employs one part-time parish clerk.

Syderstone Parish Council recognises that;

- Well trained and informed councilors and employees promotes a good working practice and encourages community engagement which supports the services and facilities the council offers
- Training enables Syderstone Parish Council to achieve its aims and objectives; the council will work towards achieving the Power of Competence and a CiLCA trained parish clerk is essential for this
- Training ensures a thorough understanding of, and compliance with, legal and statutory requirements supported by its policies and procedures
- Training is not a one-off and Syderstone Parish Council will work towards continuous improvement for the parish clerk and councilors

#### **4. Training and Development for councillors;**

Syderstone Parish Council will ensure that;

- New councillors will be supplied with a copy of NALC's 'The Good Councillors Guide' and 'Being a Good Employer' by the parish clerk
- New councillors will be booked into a 'Being an Effective Councillor' training course within six months of joining the parish council. The course explains the roles, duties and responsibilities of the council, councillors and the parish clerk

- Provision of electronic copies of Syderstone Parish Council's Standing Orders, Financial Regulations, Code of Conduct, policies and procedures and any other information deemed relevant
- Access to relevant courses provided by bodies such as the Norfolk Association of Local Councils (NALC)
- Expenses for attending briefings, consultations and other general meetings for councillors in the local area; and e-circulation of briefings and newsletters/magazines

## **5. Training and Development for the parish clerk;**

Syderstone Parish Council will ensure that;

- The new parish clerk will be booked into a 'Role of the Clerk' training course within six months of joining the parish council. The course explains the role, duties and responsibilities of the parish clerk and how it links into the council and councillors.
- Provision of electronic copies of Syderstone Parish Council's Standing Orders, Financial Regulations, Code of Conduct, policies and procedures and any other information deemed relevant
- Provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system. These will be identified through the parish clerk's annual performance review and regular training needs assessments
- Support and expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks (SLCC), the National Association of Local Councils and the Norfolk Association of Local Councils (NALC)
- Subscription to relevant publications, advice services and memberships of relevant local council associations including the Society of Local Council Clerks (SLCC)
- Provision of Charles Arnold-Baker and Paul Clayden's 'Local Council Administration' and other relevant publications, which will remain the property of the Council

Syderstone Parish Council will encourage the parish clerk to gain the Certificate in Local Council Administration (CiLCA) as this supports the parish councils Action Plan towards achieving the Power of Competence

The council will endeavour to support the parish clerk's professional development, which includes;

- Financial assistance towards the cost of CiLCA
- Expenses for travel to and from training
- Parish clerk is supported in using a proportion of the paid allocated hours for completion of the CiLCA portfolio

## **6. Training and Development for volunteers whilst carrying out parish council activities;**

- Briefings on relevant Health and Safety aspects such as; manual handling, not picking up hazardous substances in Litter Picks (Risk Assessments completed by councillors beforehand)
- Briefings on understanding the scope of work/task to be carried out prior to the start of work
- Briefings on the safe use of any equipment provided by the parish council
- Assessment of volunteers' skills, knowledge and capacity to carry out the task

- Training for volunteers is specific to that task and will not go beyond what is necessary for that task

## **7. Review of Training and Development Needs**

Training requirements for councillors will usually be identified by themselves, the chair and the parish clerk. Opportunities to attend courses will be investigated by the parish clerk and brought to the attention of the full council.

Training needs for the parish clerk and councillors will be identified from;

- Recruitment process, including the induction and probation periods for parish clerk
- Annual Performance Appraisal for parish clerk
- New legislation for parish clerk
- Annual review of training needs for parish clerk and councillors
- Review of Syderstone Parish Council's Action Plan

## **8. Budget for Training and Development**

- A review of the training and development costs will be carried out in conjunction with the annual budget review
- Syderstone Parish Council will continue with the subscriptions to SLCC and NALC enabling the parish clerk and councillors to undertake training courses and conferences
- Purchases of relevant resources such as publications will be considered on an ongoing basis

## **9. Evaluation, review and recording of training and development needs**

- All training undertaken will be discussed at parish meetings and subsequently evaluated by the council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process
- 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 parish clerk or volunteers
- The Clerk will maintain a record of training attended by themselves and Councillors

**Adopted** 18<sup>th</sup> March 2021

**Re-adopted** 21<sup>st</sup> July 2022

**Minute ref:** 2022 - 14

**Next Review:** July 2023