

# Training and Development Policy approved at the regular meeting of the Parish Council held on 11<sup>th</sup> December 2018.

## **1 Introduction**

Chapel and Hill Chorlton 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 Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

## **2 Policy Statement**

Chapel and Hill Chorlton Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers or volunteers 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.

## **3 Training and Development Activity**

Chapel and Hill Chorlton Parish Council comprise seven elected Councillors and employs one part-time Parish Clerk/Responsible Financial Officer. In addition, it is envisaged that volunteers from within the Parish will be providing invaluable support for its work. Training and development needs will be regularly reviewed but will contain as a minimum requirement:

### **3.1 For Councillors**

- Attendance at induction sessions explaining the role of Councillors
- Provision of a Chapel and Hill Chorlton Parish Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant. The handbook will be supplied in either hard copy or electronic format.
- Access to relevant courses provided by bodies such as the Staffordshire Parish Council Association (SPCA).
- Expenses for attending briefings, consultations and other general meetings for Councillors in Staffordshire
- Circulation of documentation such as briefings and newsletters/magazines

### **3.2 For the Clerk /Responsible Financial Officer.**

- Induction session explaining the role of the Clerk from SPCA
- Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- Completion of "Introduction to Local Council Administration" or similar.

- 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.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by SPCA.
- Subscription to relevant publications and advice services.
- Provision of relevant publications, which will remain the property of the Council.
- Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.

#### **4. 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 at a meeting of the Parish 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.

#### **5. Resourcing Training**

- Annually, an allocation will be made in the budget each year as required to enable reasonable 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 Staffordshire Association of Local Councils to enable the 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.
- It is anticipated that twice a year there will be some in-house awareness training/information sharing prior to the commencement of the regular business meeting of the Council.

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

- All training undertaken will be 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 in section 4 above.
- 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 or volunteers.
- The Clerk will maintain a record of training attended by themselves and Councillors.
- A report with recommendations will be presented to full Council on an annual basis.