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# **Hemswell Cliff Parish Council**

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## **APPENDIX E**

# **Hemswell Cliff Parish Council Training and Development Policy**

## 1. Introduction

The 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. For the 2019/20, the Parish Council has paid the Lincolnshire Association of Local Councils for training and development. 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.

In this document training and development are defined as follows:

- **Training** is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace (i.e. parish council).
- **Development** is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

## 2. Policy Statement

The 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, the Clerk and volunteers 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.

## 3. Training and Development Activity

The Parish Council consists of seven elected councillors and employs one part-time Clerk. On occasion volunteers provide invaluable support to the Council. Training and development for each of these groups will be regularly reviewed.

## 4. Training and Development for Councillors

- a) Attendance at induction sessions explaining the role of councillors;
- b) Provision of a NPC Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) Training on the use of the Power of Well Being;
- d) Access to relevant courses provided by bodies such as the Lincolnshire Association of Local Councils (LALC);
- e) Expenses for attending briefings, consultations and other general meetings for councillors in the Lincolnshire County Council area, and;

- f) Circulation of documentation such as briefings, newsletters and magazines.

#### **5. Training and Development for the Clerk**

- a) Induction session explaining the role of the Clerk;
- b) Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council 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) within 12 months of appointment;
- 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 Association of Local Council Clerks (ALCC) and briefings by LALC;
- 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, and;
- j) Regular feedback from the Chairman of the Council in their performance.

#### **6. Training and Development 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) Briefing on the safe use of any equipment provided by the Council, and;
- d) Training for volunteers will not be beyond that which is deemed necessary for their role.

#### **7. Study Leave and Course Attendance**

Employees who are given approval to undertake external qualifications are granted the following:

- a) Study time to attend day-release courses;
- b) time to sit examinations;
- c) study time of one day per examination (to be discussed and agreed by their line manager in advance);
- d) provision of study time must be agreed with the council prior to the course being undertaken;
- e) where attendance is required at a short course, a full day of paid leave will be granted, and;
- f) councillors and staff attending approved short courses/workshops/ residential weekends can expect the following to be paid:
  - i. the course fee (usually invoiced before of following the event);
  - ii. travelling expenses in accordance with the Council’s current policy, and;

- iii. subsistence in accordance with the Council's current policy.

## **8. Identification of Training Needs**

- a) 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 Council;
- b) Annually, the Council will formally review this policy and the training needs of councillors and the Clerk at the Annual Meeting of the Parish Council;
- c) 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, and;
- d) The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

## **9. Training Resources**

- a) Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. The amount will be reviewed at the meeting where the Council sets a budget, usually January;
- b) Annually, the Council will consider an allocation in the budget for the payment of a subscription to the ALCC and LALC to enable the Clerk and Councillors to take advantage of their training courses and conferences, and;
- c) The purchases of relevant resources such as publications will be considered on an ongoing basis.

## **10. Evaluation and Review**

- a) 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 identification of training needs process (section 8);
- b) 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, and;
- c) The Clerk will maintain a record of training that they, councillors and volunteers attend.

## **11. Linking with Other Council Policies**

A commitment to training and development greatly assists in achieving good governance and an effective system of risk management. Ongoing training and development is key to ensuring a positive approach to health and safety is embedded throughout the council. It is also acknowledged that undertaking training and development is a clear indication of continuing professional development.

This training and development policy will link to the following policies and documents of Council:

- a) Code of Conduct;
- b) Action Plan;
- c) Standing Orders;
- d) Written Contract of Employment;
- e) Health and Safety Policy;
- f) Risk Assessment and Management;
- g) Equal Opportunities Policy;

This document is available free online at: <http://www.hemswellcliffparishcouncil.org.uk/>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

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