

Training and Development Policy

1. Introduction

Church Crookham Parish Council will ensure its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. This will be supported by funds being allocated to a training budget each year to enable councillors and staff to attend training and conferences relevant to their office.

Prospective Councillors and applicants for key roles within the council will be made aware of the content of this policy and the expectations placed upon them by its content.

2. Policy statement

The council aims to fulfil its duties and responsibilities to residents in a professional, consistent and competent manner. It will therefore ensure that Councillors, Clerk, Responsible Finance Officer and other key personnel receive training that will equip them with the knowledge and skills to enable them to fulfil their roles and responsibilities fully. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

The council recognises that a commitment to training and development greatly benefits good governance, effective risk management and that health and safety is embedded throughout the council. Ongoing training is also a clear commitment to continual professional development.

3. Scope of training and development activities

The council consists of ten elected Councillors and employs five part-time staff: A Parish Clerk; a Deputy Clerk/ Responsible Finance Officer; a Facilities Officer; an Events Officer and a Sports Officer. Volunteers from within the parish also provide support for the council's work.

Training and development for all will be regularly reviewed but will contain as a minimum requirement:

Councillors

- a. Attendance at induction training sessions explaining the role of Councillors.
- b. Councillors will be trained on how to access pertinent documents available on the parish council website such as the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, list of land and assets of the Council and other information deemed relevant.
- c. Access to relevant courses provided by bodies such as the *Hampshire Association of Local Councils* (HALC).
- d. Expenses for attending briefings, consultations and other general meetings for Councillors in Hampshire.
- e. Circulation of documentation such as briefings and newsletters/magazines.

Clerk & Deputy Clerk / Responsible Finance Officer

- a. Attendance at induction training sessions 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. Completion of the Introduction to Local Council Administration course or similar.
- d. Gaining the *Certificate in Local Council Administration* (CiLCA) within 12 months of appointment (where this is a condition of employment) in order to obtain the General Power of Competence.
- e. Any other training relevant to the discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, and as 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 HALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of *Local Council Administration* by Paul Clayden and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks and Responsible Finance Officers from neighbouring parishes.
- j. Regular feedback from the Staff Committee in their performance via an annual appraisal process.

Staff Training

- a. Any training relevant to the discharge of their duties such as IT, Health & Safety, and as identified through regular training needs assessments.
- b. Arranging mentoring opportunities with Officers from neighbouring parishes.
- c. Subscription to relevant publications and advice services.
- d. Regular feedback from the Council and the Clerk in their performance via an annual appraisal process.
- e. Staff briefings and in-house training.

Volunteers on Parish Council activities

- a. Assessment of their skill, knowledge and capacity to complete the task in hand.
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting.
- c. Briefing on the safe use of any equipment provided by the Council.
- d. Training for volunteers will be commensurate to the role they will be fulfilling.

4. Identification of training needs

In addition to induction training for Councillors and Staff:

- 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 the full council.
- b. Training needs for the Clerk and other staff will be identified through the recruitment process including application form and interview, formal and informal discussions and annual staff appraisal.
- c. The Clerk and other staff will be expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. Resourcing of training

- a. Annually, an allocation will be made in the budget as required to enable reasonable training and development.
- b. Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Hampshire Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- c. Where appropriate study-leave to obtain the CiLCA qualification will be agreed by the full council.
- d. Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation and review of training

- a. All training undertaken will be 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 process in section 4 above.



- 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, staff or volunteers.
- c. The Clerk will maintain a record of training attended by all staff and Councillors.