

# TRAINING AND DEVELOPMENT POLICY

BEESTON REGIS PARISH COUNCIL

Training and Development Policy

## 1 Introduction

Beeston Regis Parish Council is committed to ensuring that all of its Councillors and staff are encouraged to train to the highest standard and keep up to date with all new legislation.

To support this, funds may be allocated to a training budget each year to enable Councillors and Clerk 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

Beeston Regis Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities in a professional manner.

To that end the Council's intention is that Councillors, Clerk and any other workers 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

Beeston Regis Parish Council consists of up to eleven elected or co-opted members and employs one part time Parish Clerk. In addition, volunteers from within Beeston Regis, who may provide invaluable support for its work, will be given appropriate guidance in order to carry out these activities.

### 3.1 Training For Councillors

- a. Attendance at training sessions for Parish Councillors. It is recommended that Councillors should note that they should undertake training on Financial Management, for which they are all responsible. (NALC 'A Guide to the Local Council Award Scheme').
- b. Provision of a NPC Councillor Information Handbook (The Good Councillor's Guide) together with copies of the Standing orders, Financial Regulations, Code of Conduct, Policies of the Council and other information deemed relevant
- c. To continue with the General Power of Competence ( this has replaced 'Power of Wellbeing' see 'The Good Councillors Guide, 4<sup>th</sup> edition, p19)
- d. Access to further relevant courses provided by bodies such as the Norfolk Association of Local Councils (NALC)
- e. Expenses may be paid for attending briefings, consultations and other meetings, when authorised to do so by the council.
- f. Circulation of documentation such as briefings and newsletters/magazines.

### 3.2 Training 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 courses, such as "Working With Your Council" course or similar (p56 of 'The Good Councillors Guide').
- d. Gaining the Certificate in Local Council Administration (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain the LCAS Quality Level Award.
- e. Any other training relevant to the proficient discharge of the Clerk's duties such as Information and Communication Technology, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.

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- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by NALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of Local Council Administration by Charles Arnold Baker (in the Clerk's possession) and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council regarding their performance.

### 3.3 For Volunteers on Parish Council activities

- 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.
- d. Training for volunteers will not be beyond that which is necessary for their role.

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## **4. Identifying Training Needs**

4.1 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.

4.2 Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

4.3 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**

5.1 Annually, an allocation may be made in the budget, as required, to enable reasonable training and development.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Norfolk Parish Training & Support Services and the Norfolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

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

6.1 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.

6.2 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.

6.3 The Clerk will maintain a record of training attended via the minutes by themselves and Councillors.

6.4 Council Members will be encouraged to maintain records of their personal training in order to carry out their duties on the Parish Council

This Policy was adopted by Beeston Regis Parish Council on 9<sup>th</sup> November 2011

(Reviewed and updated 8th Dec 2021)