

## TRAINING AND DEVELOPMENT POLICY

### 1. Introduction

- Great & Little Whelnetham Parish Council is committed to the provision of training and development for all Employees and Councillors to ensure they are trained to the highest standard and kept up to date with all new legislation.
- All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.
- To support this requirement, funds are allocated to a training budget each year to enable Employees and Councillors to attend training and conferences relevant to their office.

### 2. Policy Statement

- The Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that the Councillors and the Clerk are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices.
- The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

### 3. Training and Development Activity

- The Council consists of three elected Councillors and employs one part-time Parish Clerk.
- Training and development for all will be regularly reviewed but will contain as a minimum requirement:

#### For Councillors:

- Attendance at induction sessions explaining the role of Councillors.
- Provision of a Councillor Information Folder containing copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils.
- Circulation of documentation such as The Local Councillor.

#### For the Clerk:

- Induction session explaining the role of the Clerk
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year and other information deemed relevant.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding of 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 Information and Networking briefings provided by Suffolk Association of Local Councils.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Paul Clayden and other relevant publications which will remain the property of the Council.
- Regular feedback from the Chairman of the Council on their performance.
- If the Clerk is new in post consideration should be given to gaining the Certificate in Local Council Administration (CiLCA) in order to consider applying for the General Power of Competence.

#### 4. Identification of Training Needs:

- Training requirements for Councillors will usually be identified by themselves in conjunction with the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to attention of the full Council.
- Council will formally review the training needs of Councillors and the Clerk annually.
- Training needs for the Clerk will either be identified through the recruitment process for new clerks, including application form and interview, or formal and informal discussions and annual staff appraisal for existing staff. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required. A record of Continuous Professional Development (CPD) activities undertaken by the Clerk will be reviewed on an annual basis.

#### 5. Resourcing Training:

- An annual allocation will be made in the budget each year as required to enable reasonable training and development.
- An annual allocation will be made in the budget for the payment of a subscription to the Society of Local Council Clerks as well as Suffolk 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.

#### 6. Evaluation and review of training

- All training undertaken will be subsequently evaluated by the Council to ensure that it is relevant to needs, cost effective and that the quality is consistent.
- Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications, complaints received or incidents which highlight training needs and requests from Councillors and the Clerk.
- The Clerk will maintain a record of training attended by themselves and Councillors.
- 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.

Reviewed May 2024

Next review May 2025

