



# Eccleshall

# Parish Council

## TRAINING AND DEVELOPMENT POLICY

### **Introduction**

Eccleshall Parish Council is committed to ensuring its councillors and staff are trained to the highest standard and are kept up to date with all new legislation

To support this, funds are allocated to a training budget annually 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.

### **Policy Statement**

Eccleshall Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of Eccleshall in a professional manner.

To achieve this it is the council's intention that the councillors, clerk and any other workers of the council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. This may include volunteers who are working in support the Parish Council.

The council will procure or provide such training and development opportunity as it deems necessary for the delivery of its work.

### **Training and Development Activity**

#### **All Councillors:**

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend SPCA New Councillor course
- Circulated any other training course details which may enhance their position
- The Chairman and Vice Chairman are also encouraged to attend the SPCA Chairman's course upon their acceptance of office.
- expenses for attending training courses and conferences

#### **The Clerk & RFO:**

- Encouraged to attend all relevant SPCA clerks training courses including New Clerks course

- Provided with a contract of employment setting out clear objectives and expectations
- Receives an appraisal and salary review annually from the council or relevant committee.
- Encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Encouraged to gain further professional qualifications such as the CertHE in Community Governance.
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Attendance of relevant local meetings such as Clerks forums, briefings and meetings of external bodies such as Society of Local Council Clerks (SLCC).
- Subscriptions to relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- Expenses for attending training courses and conferences.

### **Identification of Training Needs**

- 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.
- 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.
- Work undertaken by volunteers should be considered by the Council to determine if the volunteer would benefit from any specialist training.

### **Resourcing Training**

- Annually an agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.
- Annually the council will consider an allocation in the budget for the payment of
- subscriptions to the Society of Local Clerks and Staffordshire Parish Councils Association to enable the clerk and councillors to take advantage of their training courses and conferences.

### **Evaluation and review of training**

- The Clerk will maintain an updated training record for all Councillors and the Clerk.
- Following attending any training the person who attended will report back to the Clerk & Chairman on the relevance and effectiveness of the training supplied.
- Training will be reviewed in the light of changes to legislation or any quality systems relevant to the council such as new equipment, complaints received or incidents which highlight training needs and requests from councillors or the clerk.

This policy will be reviewed annually.

Date of policy – Approved 16<sup>th</sup> January 2019