



SOBERTON PARISH COUNCIL (DRAFT)

TRAINING AND DEVELOPMENT POLICY

Aim

Soberton Parish Council is committed to ensuring that our Councillors and staff are trained and kept up to date with all new legislation. The Council recognises that well trained and informed officers promote good practice in its organisation and enable them to operate and maintain a high level of performance to meet its aims and objectives.

Policy Statement

Soberton Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. It is our intention that Councillors and the Clerk 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.

The Council will regularly review the needs of Councillors and the Clerk and plan training and development opportunities which should be budgeted accordingly.

Prospective Councillors and applicants for the post of Clerk/RFO will be made aware of this policy and the expectations placed upon them.

Training and Development

Councillors:

- Attendance at an induction session to explain the role of the Council, Councillors and the Clerk.
- Provide copies of Standing Orders, Financial Regulations, Code of Conduct, Council policies, Health and Safety and any other information deemed relevant.
- Access to relevant Courses provided by bodies such as Hampshire Association of Local Councils.
- Expenses for attending briefings, consultations and other general meetings for councillors in Hampshire.
- Circulation of briefings, newsletters and magazines

Councillors should be encouraged to attend specific Councillor Training at least once every four years – as stated in the Parish Council's Standing Orders.

Clerk:

- Induction session explaining the role of the Council, Councillors and the Clerk
- Provision of copies of Standing Orders, Financial Regulations, Code of Conduct, Council policies, Health and Safety and any other information deemed relevant.
- Register for the SLCC qualification for new clerks 'Introduction to Local Council Administration' within 6 months of appointment (if not already qualified)
- Register for SLCC Certificate in Local Council Administration (CiLCA) within two years of appointment (if not already qualified)
- Any further training relevant to the proficient discharge of their duties ie. IT, Legal Powers, Finance and understanding the planning system. This further training may be identified through staff appraisals.
- The Clerk should be proactive in identifying their own training and development needs
- Attendance at relevant local meetings such as SLCC and briefings by HALC
- Subscription to relevant publications and advice services
- Provision of 'Local Council Administration' by Arnold-Baker and Claydon and other publications which will remain the property of the Council
- Provision of suitable mentoring if required.

Volunteers:

- Briefing on relevant Health and Safety matters and scope of their work
- Assessment of their skill, knowledge and capacity to complete their task
- Briefing on the safe use of any equipment provided by the Council

Identifying Training Needs

Any training requirements for Councillors will generally be identified by themselves, the Chairman or the Clerk. Available courses are researched by the Clerk and brought to the attention of the full Council.

The Council will, annually, formally review training needs at a Parish Council Meeting.

Training needs for the Clerk will be identified either through induction and probationary periods or annual Staff Appraisals

Training Budget

The Council will allocate a budget which is reviewed every year to facilitate approved training and development.

The budget should also include expenses incurred whilst attending courses

The budget should also allow for subscriptions to various professional organisations, SLCC, HALC and CPRE.

The purchase of any relevant publications will also be considered on an ongoing basis.

Evaluation and Review of Training

Any training undertaken should be evaluated by the Clerk to gauge its relevance and appropriateness. Any additional training needs highlighted will be identified through the above process.

Training will be reviewed with regard to changes in legislation or quality systems which may be relevant to the Council.

The Clerk will maintain a record of training attended by Councillors, the Clerk and volunteers.

Approved