

WHITEPARISH PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Introduction

Whiteparish Parish Council is committed to the ongoing training and development of its Councillors and staff (the Clerk/RFO) to ensure the highest standard of representation and services for the residents of the parish and to ensure it is kept up to date with legislation.

To support this, funds are allocated to a training budget each year to enable them to attend training and conferences relevant to their office.

Commitment to Training and Development

Whiteparish Parish Council is committed to provide opportunities for the Councillors and the Clerk/RFO to be 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.

Whiteparish Parish Council aim to:

- encourage Councillors and Clerk/RFO to undertake appropriate training and development.
- allocate training in a fair manner.
- ensure that training and development is evaluated in order to judge its value to both the Council and individuals.

Training and development requirements will be regularly reviewed and could include:

For Councillors

- Attendance at induction sessions explaining the role of the Council, Councillors and the Clerk/RFO.
- Provision of a Councillor Information Handbook with copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- Access to relevant courses provided by bodies such as WALC.
- Circulation of briefings, newsletters and magazines.

For the Clerk/RFO

- Induction session explaining the role of the Council, Councillors and Clerk/RFO.
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- Gaining the Certificate in Local Council Administration (CiLCA).
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and understanding the planning system, identified through regular training needs assessments.
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.

For Volunteers on Parish Council activities

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.

Training needs identification

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk/RFO.

Training needs for the Clerk/RFO will be identified through the recruitment process for new Clerk/RFO, including application form and interview, formal and informal discussions and annual Staff Appraisals.

Training may be required in light of: a change in working practices, the introduction of new equipment, changes in legislation, new Councillors joining or new roles within the Council.

Requests for training will be made in writing to the Clerk, and resourcing approved at a full Council meeting. Ideally training will be planned in advance to maximise use of the budget.

Resourcing Training

An allocation will be made in the budget each year as required to enable appropriate training and development.

The Council is committed to networking with other councils, as this is an effective means of gathering information, and will, where possible, link in with training events held by other councils.

Purchases of relevant memberships, subscriptions, and resources such as publications will be considered on an ongoing basis.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the delegate to gauge its relevance and appropriateness.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications, new equipment, incidents which highlight training needs and requests from Councillors, the Clerk/RFO or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

Training Records

Councillor	Date	Details	Training Provider

Clerk/RFO	Date	Details	Training Provider

Adopted 13.12.22
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