

EVERDON PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Introduction

Everdon Parish Council is committed to the ongoing training and development of its Councillors and staff 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 staff and Councillors to attend training and conferences relevant to their office.

Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

Commitment to Training and Development

Everdon Parish Council is committed to provide opportunities for the Councillors and the Clerk, and any other workers of the Council, 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.

Everdon Parish Council aim to:

- encourage councillors and staff 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

The Parish Council will maintain its subscription to Northamptonshire County Association of Local Councils (NCALC) each year, identifying relevant training courses that could be of use to its councillors and the Clerk.

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
- Provision of a Councillor Information Handbook containing 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 NCALC.

For the Clerk

- Induction session explaining the role of the Council, Councillors, Clerk and Deputy Clerk
- 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.

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 Appraisals. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

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.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks (SLCC) and NCALC 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.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the delegate to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.

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 or volunteers.

The objective of training should lead to:

- Well chaired meetings
- Professional and pertinent responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well informed staff and Councillors
- High professional conduct of staff and Councillors

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

Training Records

Councillors' Training Records

Councillor	Date	Details	Training Provider

Clerk's Training Record

Clerk	Date	Details	Training Provider

Date Adopted	July 2024
Date of next review	July 2026