

# **EAST LEAKE PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY**

## **Introduction**

East Leake Parish Council is committed to ensuring our Councillors and staff are trained to the highest standard and kept up to date with all new legislation. This ensures staff and councillors can provide a full range of information and resources for the benefit of our community in accordance with the Council's aims. 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.

## **Policy Statement**

East Leake Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. Our intention is that Councillors, Clerk, Assistant/Deputy Clerk, and any other workers of the Council, 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.

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

## **Training and Development Activity**

East Leake Parish Council consists of 15 Councillors and employs one part-time Parish Clerk/Responsible Financial Officer, one part-time Assistant/Deputy Clerk, two full-time grounds staff, and one part-time cleaner. Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

### **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 Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- Training on the use of the General Power of Competence
- Access to relevant courses provided by bodies such as the National Association of Local Councils (NALC).
- Expenses for attending briefings, consultations, and other general meetings for Councillors in Nottinghamshire.
- Circulation of documentation such as briefings and newsletters/magazines.

### **For the Clerk and Assistant/Deputy Clerk:**

- Induction session explaining the role of the Council, Councillors, Clerk and Assistant/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) (for the Clerk - within 12 months of appointment - this is a condition of employment).
- 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.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by NALC.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- Regular feedback from the Chairman of the Council in their performance.

### **Training Needs Identification**

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.

Annually, the Council will formally review the training needs of Councillors and the Clerk and Assistant Clerk at a meeting of the Parish Council.

Training needs for the Clerk and Assistant 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.

### **Resourcing Training**

Annually, 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 and National Association of Local Councils to enable the Clerk, Assistant/Deputy 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 Clerk 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, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk, the Assistant Clerk, or volunteers.

The Clerk will maintain a record of training attended by themselves, the Assistant/Deputy Clerk and Councillors.

Reviewed by the Personnel and Finance Committee on 9<sup>th</sup> August 2022

This Policy was adopted by East Leake Parish Council on 22<sup>nd</sup> August 2022.