

KESSINGLAND PARISH COUNCIL



JOINT STAFF & COUNCILLOR POLICY

Training & Development Policy

To Be Reviewed: Tri-Annually

Adopted: 9 January 2018

Review Date: 2022/23

KESSINGLAND PARISH COUNCIL



TRAINING AND DEVELOPMENT POLICY

1. INTRODUCTION

Kessingland Parish Council is committed to the training and development of its Councillors and staff, to assist the Council in achieving its aims, objectives and priorities. Kessingland Parish Council believes that this will ensure the Council is kept up to date with all new legislation and provides an informed and effective, up-to-date service.

Objective:

To develop the capability (knowledge, skills and behaviours) within the Council required to achieve the Council's priorities now and in the future and to deliver an effective and efficient service to its residents.

To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and development events 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 it.

2. POLICY STATEMENT

Kessingland Parish Council is committed to ensure that it continues to professionally fulfil its duties and responsibilities to residents. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct 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 / town councils and to learn new skills to promote partnership working and community engagement. Councillor and staff development should be recognised as an integral part of the Council's business.

3. TRAINING & DEVELOPMENT ACTIVITY

Kessingland Parish Council is comprised of 13 elected / co-opted Councillors. The Council currently employs a Parish Clerk & Responsible Financial Officer, an Administrative Assistant, a Groundsman and a cleaner / litterpicker / gatekeeper. In addition, volunteers from within Kessingland provide invaluable support for initiatives within the local area. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:-

Councillors

- (a) 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.
- (b) Attendance at appropriate training courses for new Councillors.
- (c) Access to relevant courses provided by external bodies such as East Suffolk District Council and the Local Council Public Advisory Service.

- (d) Expenses for attending briefings, consultations and other general meetings for training & development.
- (e) Circulation of documentation such as briefings and newsletters / magazines to all Councillors.

Clerk / Responsible Financial Officer & Other Staff

- (a) As appropriate, provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant.
- (b) Attendance at a 'New Clerk's' training course or similar if necessary.
- (c) Financial assistance in gaining the Certificate of Local Council Administration (CILCA) within 24 months of appointment.
- (d) Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance, Data Protection and understanding the planning system, identified through regular training needs assessments.
- (e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC) and Local Council Public Advisory Service.
- (f) Subscription to relevant publications and advice services
- (g) Provision of the Local Council Administration handbook by Charles Arnold Baker / Paul Clayden and other relevant publications, which will remain the property of the Council.
- (h) Peer support through meetings with other Clerks from neighbouring parishes to discuss common issues and share best practice.
- (i) Expenses for attending briefings, consultations, training and any other general meetings.

Volunteers on Town Council Activities

- (a) Briefings on relevant health and safety matters and the scope of their work prior to starting.
- (b) Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments,
- (c) Briefing on the safe use of any equipment provided by the Council.
- (d) Training for volunteers will not be beyond that which is necessary for their role

4. TRAINING NEEDS IDENTIFIED

To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, the Council's aims and objectives and changes in legislation.

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of Full Council.

Particular emphasis will be given to ensuring that new Councillors are equipped with the relevant knowledge and skills to enable them to be effective in their role, with special consideration and planning being put in place to support newly elected Councillors as part of the 4 year parish / town council election cycle.

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

Training needs for the Clerk will be identified through the recruitment process for any new Clerk, 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 needs for other Parish Council staff will be identified in order to ensure the Council meets its health and safety responsibilities through risk assessments and annual appraisals.

5. RESOURCING TRAINING

An allocation will be made in the annual budget each year to fund reasonable training and development for Councillors and staff.

Health & Safety training for staff will be provided as a priority.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. EVALUATION & REVIEW OF TRAINING

All staff training undertaken will be evaluated by the Personnel Working Group once a year to gauge its relevance and effectiveness. Any additional training needs highlighted as a result will be brought into the training identification process stated in section 4 above.

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

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

7. POLICY REVIEW

This policy will be reviewed every three years as appropriate.

This Policy was adopted by Kessingland Parish Council on Wednesday 9 January 2019

Name: (Chairman)

Signed:

Date: