



# NORTH WALTHAM PARISH COUNCIL

## **TRAINING AND DEVELOPMENT POLICY**

### **Introduction**

North Waltham Parish Council is committed to the training and development of its Councillors and Clerk, in order to assist the Council in achieving its aims and objectives, as well as ensuring the Council is kept up-to-date with all new legislation. To support this, funds are allocated annually to a training budget to enable Councillors and staff to attend training and conferences 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 on them.

### **Policy Statement**

North Waltham Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activity. To that end the Council's intention is that councillors, the Clerk and volunteers 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.

### **Training and Development Activity**

North Waltham Parish Council consists of seven elected Councillors and employs one part-time Clerk/Responsible Financial Officer (RFO). In addition, volunteers from within North Waltham provide invaluable support for its work.

All Councillors will be

- Expected to attend an in-house induction training provided by the Chair and/or Clerk.
- Issued with an Information Pack upon their acceptance of office, which includes links to the Standing orders, Financial Regulations, Code of Conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the latest edition of the 'Good Councillor Guide' (available to download free of charge from Hampshire Association of Local Councils (HALC)).

- Encouraged to attend the HALC courses 'Councillor Development: The Knowledge and Core Skills (parts 1 and 2)' and 'Local Council Finance for Councillors'.
- Circulated any other training course details which may enhance their position.
- Emailed all updates, newsletters and briefings which the Clerk receives and deems relevant.

The Chair and Vice Chair are also encouraged to attend the HALC course 'Councillor Development: Chairing Skills' upon their acceptance of office.

The Clerk & RFO will

- Be provided with a contract of employment setting out clear objectives and expectations.
- Expected to attend an in-house induction training provided by the Chair and/or another Councillor.
- Issued with an Information Pack upon commencement of their employment, which includes links to copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the council and any other information which is deemed relevant.
- Be expected to attend the HALC courses 'Officer Development: What You Need to Know (parts 1 and 2)' and 'Local Council Finance for Officers' and encouraged to attend other relevant HALC Officer Development courses as appropriate.
- Be encouraged to attend any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Be encouraged to attend relevant local meetings such as Clerks Briefings and other forums.
- Be encouraged to gain the Certificate in Local Council Administration (CiLCA).
- Receive regular feedback from the Chair of the council on their performance, including an Annual Appraisal.
- Be provided with subscriptions to relevant advice services, such as HALC; SLCC; and publications, such as the book 'Local Council Administration by Charles Arnold Baker', for reference and use by the whole Parish Council.

Volunteers undertaking activities on behalf of the Parish Council will receive

- A briefing on relevant health and safety matters and the scope of their work prior to starting.
- A briefing on the use of any equipment provided by the Council.

### **Training needs identification**

Training needs for Councillors will usually be identified by themselves, the Chairman and the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.

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

### **Resourcing training**

Annually, a review will be undertaken during the budget setting process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

### **Evaluation and review of training**

The Clerk will maintain an up-to-date training record for all Councillors and the Clerk.

Following attendance at any training, the person attending will report back to the Clerk and the Council on the relevance and effectiveness of the training supplied.

Approved at Parish Council meeting, minute reference: 160/FC/09/22-23

Signed:

Date: