

TRAINING POLICY

Currently the clerk is the only employee of Tutbury Parish Council

Aims

The Council recognises that training and development for Councillors and the clerk is a major investment in its ability to deliver an effective service and will seek to create a culture of continuous development. It will:-

1. Provide adequate training budgets to achieve its objectives.
2. Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
3. Expect the clerk to maintain up to date knowledge of their function, legislation and will highlight to the Council any training required.. The Council will expect and support necessary agreed training and development and meet all course and examination expenses and any travel and subsistence incurred on the scale set down as paid working hours.
4. Include all forms of learning designed to improve the performance, abilities and potential of Councillors and the clerk.
5. Where appropriate, be involved in Government initiatives.
6. Ensure that the training and development activities are based on the system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives.
7. Ensure that training opportunities and resources are provided to the clerk and councillors in a fair way and related to identified needs. Annually, the Council will consider an allocation in the budget for the payment of subscriptions to the Society of Local Council Clerks, Staffordshire Parish Council Association to enable the Clerk and Councillors to take advantage of their training courses, conferences and updates.
8. The appraisal system for the clerk will address training and development needs and set annual targets.
9. Provide induction training for all newly elected Councillors and additional specific training will be on-going, either in-house or outsourced.
10. Training records for Councillors will be maintained.

For Councillors

- a. Attendance at induction/ training sessions explaining the role of Councillors provided by Staffordshire Parish Council Association. Expenses for attending briefings, consultations and other general meetings for Councillors in Staffordshire will be reimbursed.
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Provision of the booklet Good Councillors Guide.

d. Councillors are expected to refresh their knowledge and gain new skills as required, in order to deliver an effective service and will seek to create a culture of continuous development.

e. As part of their declaration of acceptance of office sign a declaration that they will abide by the training policy and attend relevant training required.

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.

For the Chairperson and Vice Chair.

The councillor undertaking the role of chairperson should undertake the relevant training session provided by the Staffordshire Parish Council Association

For the Clerk

a. Attend Induction training session/ explaining the role of the Council provided by the Staffordshire Parish Council Association

b. Provide copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.

c. If the clerk is not qualified, completion of the ILCA introduction to Local Council Administration within the first 6 months of appointments required

d. In addition one additional salary point will be added to the clerk's salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

- The Certificate in Local Council Administration and other relevant qualifications such as:
- Certificate in Local Policy Studies First Year
- The Certificate in Local Policy Studies
- The Diploma in Local Policy Studies
- BA (Hons) Degree Local Policy Studies
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e. 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.

f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by Staffordshire Parish Council Association. The council will purchase relevant subscription to relevant publications and advice services. h. 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

- 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.
- c. Briefing on the safe use of any equipment provided by the Council. mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- d. Provision of relevant Risk assessment documentation.

11. Councillors and the clerk will have responsibility to apply positive attitudes and action in their development and to assist the Parish Council's achievements.

12. All new employees and Councillors will be made aware of this policy.

13. The policy should be reviewed annually at a full parish council meeting. Training will be reviewed in the light of changes to the council's objectives; legislation or any quality systems relevant to the Council; new qualifications; new equipment; projects, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers. The budget should be aligned to the identified training needs.