

Brightwell-cum-Sotwell Parish Council

Training and Development Policy

Procedure Number: BCSPC POL 11 version 001

Date: 22/09/2022

Prepared by: Katie Fanstone

Adopted on: 18/10/2022

Introduction

Brightwell Cum Sotwell Parish Council is committed to ensuring our councillors and staff are trained to the highest Standard and are kept up to date with the latest legislation.

The Councillors and staff are the Councils most important resource and it is vital for them to receive training and support, this will enable them to reach the full potential in their role, by achieving this the community they serve will benefit from this professional organisation. In order to achieve this a training budget is set each year to enable staff and councillors to attend training and courses to enhance their skills and role within the Council.

Policy Statement –

- The council will support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council.
- Regularly review the needs of councillors and employers
- Plan training and development opportunities and budget accordingly

Training and development for The Clerk

- Induction walk around the Parish and key sites
- Induction sessions explaining the role and tasks involved
- Provision of copies of the standing orders, finance regulations, code of conduct. And any other information deemed relevant.
- Attend the SLCC “Essential Clerk” training course
- Subscription to relevant publications, advice services and membership of local council association.
- Attend financial training where necessary and attend guide to internal and external audit courses.
- Attendance at relevant training courses held by external bodies such as OALC, SLCC.
- Encourage the Clerk to complete the Certificate of Local Council Administration (CiLCA) within 24 months of appointment.

- Staff training will be identified as part of the annual appraisal process

Training and Devepment for Parish Councillors

- Induction walk around Parish and key sites
- Provision of a copy of "The Good Councillors Guide"
- Provision of copies of the standing orders, finance regulations, code of conduct. And any other information deemed relevant.
- Attendance at a OALC training course for new councillors.
- Training with experienced councillor of play areas and equipment H&S checks
- Provision of additional courses according to area of responsibility
- Training on council finances and accounts

Training evaluation, needs and budget

- Training requirements for Councillors and Clerk will be identified by themselves the Chair and the Clerk. These can be identified from, induction and probation needs, one to ones, appraisals. Opportunities to attend training will be investigated by the Clerk and brought to the full attention of the Council.
- An allocation in the budget will be made each year, based on training and development needs
- All training undertaken will be subsequently evaluated by the Clerk to gauge its effectiveness and relevance. Training will be reviewed in light of any legislation changes.
- The Clerk will maintain a record of all training attended.