

Training and Development Policy

Thurston Parish Council

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INTRODUCTION

Thurston Parish Council is committed to the provision of training and development for all Employees and Councillors to ensure that they are trained to the highest standard and kept up to date with all new legislation.

All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.

To support this requirement, funds are allocated to a training budget each year to enable Staff and Councillors to attend training and conferences relevant to their office.

POLICY STATEMENT

The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, 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 courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

TRAINING AND DEVELOPMENT ACTIVITY

The Council consists of eleven elected Councillors and employs one part-time Parish Clerk, one part-time Deputy Parish Clerk, Litter Picker and a Village Handyman. Training and development for all will be regularly reviewed but will contain as a minimum requirement:

For Councillors:

- Attendance at induction sessions explaining the role of Councillors.
- Provision of a Councillor Information Folder containing copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils (SALC) and Institute of Local Council Management.
- Circulation of documentation such as The Local Councillor; Local Associations Information Service Documents (LAIS) and relevant briefings

For the Clerk, RFO and Deputy Clerk:

- Induction session explaining the role of each position.
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year; Terms of References for all Committees and Sub-Committees and other information deemed relevant.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding of 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 Information and Networking briefings provided by Suffolk association of Local Councils.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Paul Clayden and other relevant publications, which will remain the property of the Council.
- Regular feedback from the Line Managers in respect of their performance.

If the Clerk is new in post:

- Gaining the Introduction to Local Council Administration (ILCA) during the probationary period (6 months)
- Gaining the ILCA to the Certificate in Local Council Administration within three months of your probation period expiring
- Gaining the Certificate in Local Council Administration (CiLCA) within 12 months of expiry of the probationary period in order to retain the General Power of Competence and retain the Quality Status of the Local Council Award Scheme.

If the Deputy is new in post:

- Gaining the Introduction to Local Council Administration (ILCA) during the probationary period (6 months)
- Gaining the ILCA to the Certificate in Local Council Administration within three months of your probation period expiring
- Gaining the Certificate in Local Council Administration (CiLCA) within 30 months of appointment 12 months of appointment in order to further knowledge and understanding of local government, particularly parish councils and the environment in which they operate.

For the Litter Picker, Village Handyman and Village Ranger the following as a minimum will be provided:

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.

For Volunteers on Parish Council activities the following as a minimum will be provided:

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.

Identification of Training Needs:

Training requirements for Councillors will usually be identified by themselves in conjunction with the Council's Training Officer and the Clerk. Opportunities to attend courses will be investigated by the Training Officer in conjunction with 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 at a meeting of the Policy and Resources Committee.

Training needs for the Clerk, RFO and Deputy Clerk will either be identified through the recruitment process for new staff, including application form and interview, or formal and informal discussions and annual staff appraisal for existing staff.

The Clerk, RFO and Deputy Clerk are expected to keep up-to-date with developments in the sector and highlight to the Council any training required. A record of Continuous Professional Development (CPD) activities undertaken by the Clerk and Deputy Clerk will be reviewed on an annual basis.

Resourcing Training:
Annually, an allocation will be made in the budget each year as required to enable reasonable 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/or Institute of Local Council Management as well as Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

The 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 Council to ensure that it is relevant to needs, cost effective and that the quality of training is consistent.

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 all staff and Councillors.

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.