

Waltham on the Wolds and Thorpe Arnold Parish Council

Training and Development Policy

INTRODUCTION

Waltham on the Wolds and Thorpe Arnold Parish Council (WOTWATA PC) is committed to the training and development of its Councillors and staff in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them.

POLICY STATEMENT

WOTWATA PC is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end, the Council's intention is to:

- 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 employees; and
- plan training and development opportunities and budget accordingly.

TRAINING AND DEVELOPMENT ACTIVITY

Waltham on the Wolds Parish Council consists of six elected or co-opted Councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer.

Training and development for Councillors will include:

- attendance at an induction session explaining the role of the Council, Councillors and the Clerk run by bodies such as Leicestershire and Rutland Association of Local Councils (LRALC) within six months of the date on which they are elected or co-opted;
- provision of copies of the Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant;
- access to relevant courses provided by bodies such as LRALC, for example Chairmanship training, planning nuts and bolts, churchyard management etc.
- expenses for attending briefings, consultations and other general meetings for Councillors in the local area; and
- circulation of briefings, newsletters and magazines.

Councillors will be encouraged to attend training annually to help them operate and develop as a Councillor.

Training and development for the Clerk/Responsible Financial officer will include:

- induction sessions explaining the role of the Council, Councillors and the clerk such as those run by LRALC within three months of the date on which they are employed;
- provision of copies of the Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant;
- provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system;

- attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), the National Association of Local Councils (NALC), LRALC, County and District Councils. The Council will meet the costs of all pre-approved training undertaken or meetings attended;
- subscription to relevant publications and advice services and membership of the relevant local council associations; and
- provision of the approved handbook, *Local Council Administration*, by Arnold-Baker and Claydon and other relevant publications which will remain the property of the Council.

The Council will encourage the clerk to:

- gain the Certificate in Local Council Administration (CiLCA); and
- participate in local clerks' forums and events.

The Council will endeavour to support the clerk's professional development which might include:

- financial assistance towards the cost of tuition, examinations and resource materials;
- allocated study leave; and
- time off for relevant learning courses or examinations.

Such support is entirely at the discretion of the Council or staffing committee.

REVIEW OF TRAINING AND DEVELOPMENT NEEDS

Training requirements for Councillors will be ongoing, but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Training needs for staff will be identified from:

- induction and probationary periods
- one to ones and appraisals
- annual strategic planning

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

BUDGET FOR TRAINING

An allocation will be made in the budget each year as required for training and development, based on a review of needs. Purchases of relevant memberships, subscriptions and 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 gauge its relevance, content and appropriateness. Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council. This will include requirements for new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from the clerk or Councillors.

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

This document was adopted by the Council at its meeting held 15th February 2024.

Signed _____ Chair