



## **Training and Development Policy**

**Adopted 27/09/18**

**Updated 09/05/19**

### **Introduction**

Abbots Morton Parish Council is committed to ensure that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities, and are up to date with all current legislation. To ensure this is possible a training budget is allocated to enable them to attend any relevant training and conferences throughout the year. The objectives of this policy are to:

- Encourage councillors and staff to undertake appropriate training and development
- Allocate training in a fair manner
- Ensure that all provision is evaluated in order to judge its value to both the council and individuals

### **Training and development activity**

All Councillors will be:

- Be able to access online Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Supplied with a copy of the Good Councillor guide.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend relevant Worcestershire CALC training sessions (including specialist training for the Chair and Vice Chair).
- Circulated any other training course details which may further their understanding of the role.

The Clerk & RFO will:

- Be provided with a contract of employment setting out clear objectives and expectations.
- Encouraged to attend all relevant Worcestershire CALC training courses (including training for new Clerks).
- Receive an employment and salary review annually from the council.
- Be encouraged and given the opportunity to gain the Certificate in Local Council Administration (CiLCA).
- 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 afforded the opportunity to attend relevant local meetings such as Clerk's forums and briefings.
- Be allowed to recover costs for relevant professional subscription fees.
- Be provided with all relevant publications such as 'Local Council Administration by Charles Arnold Baker' for reference and for use by the whole Parish Council.
- Receive regular feedback from the Chairman of the council on their performance.

### **Training needs identification**

- Training requirements for Councillors will usually be identified by themselves, the Chairman and 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 staff appraisal.
- The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

### **Resourcing training**

- Annually a review will be undertaken during the budget 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**

- Following attendance of any training the person who attended will report back to the Clerk and Chairman on the relevance and effectiveness of the training supplied.
- The training policy shall be reviewed annually at the Annual Meeting of the Council to ensure that it remains effective and relevant.