

## Hailey Parish Council

### Training and Development Policy

#### **Introduction**

Hailey Parish Council is committed to ensuring the Councillors and clerk are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable the clerk and Councillors 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 contained within it.

#### **Policy Statement**

Hailey Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. Our intention is that Councillors and clerk 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 and development opportunities as it deems necessary and relevant for the delivery of its work.

#### **Training and Development Activity**

Hailey Parish Council consists of seven Councillors and employs one part-time Parish Clerk. In addition, volunteers from within Hailey provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

#### **For Councillors:**

- a. Attendance at induction sessions explaining the role of the Council, Councillors and the Clerk.
- b. Provision of a folder containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant
- c. Training on the use of the General Power of Competence (when the clerk is qualified)
- d. Access to relevant courses provided by bodies such as the Oxfordshire Association of Local Councils (OALC) such as Roles and Responsibilities training (and Chairmanship Skills for Chairman and Vice Chairman)
- e. Circulation of documentation such as briefings and newsletters/magazines

#### **For the Clerk:**

- a. Induction session explaining the role of the Council, Councillors and Clerk
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- c. Attendance at a Roles and Responsibilities and RFO's Year training.
- d. Gaining the Certificate in Local Council Administration (CILCA).

- e. Any other training relevant to the proficient discharge of their duties such as IT, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Subscription to relevant publications and advice services.
- g. Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- h. Regular feedback from the Chairman of the Council on their performance.

#### **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.

The Councillor responsible for volunteers will provide an annual report to the PC on training given.

#### **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.

Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish 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 Appraisals. 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, an allocation will be made in the budget each year as required to enable appropriate 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 Oxfordshire Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

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 Clerk to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, 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 themselves, volunteers and Councillors.

This Policy was adopted by Hailey Parish Council on 11<sup>th</sup> May 2020 and will be reviewed in May 2021.