

SANDIACRE PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

Sandiacre Parish Council Objective – *Here to serve the parishioners of Sandiacre*

Introduction

Sandiacre Parish Council is committed to ensure that it's 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 legislations.

To ensure this is possible a training budget is allocated each year to enable them to attend any relevant training and conferences throughout the year.

Policy Statement

The Clerk is responsible for identifying training needs and bringing to Councillors' attention the latest training available. Either by procuring or providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Training and Development Activity

All Councillors are issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the council and any other information which is deemed relevant.

Councillors are:

- Given a copy of the Good Councillor Guide
- Emailed updates and newsletters, which the Clerk receives and deems relevant.
- Encouraged to attend DALC training sessions
- Circulated with details of other training course which may enhance their position

The Chairman and Vice Chairman are also encouraged to attend the DALC new Chairman course upon their acceptance of office.

The Clerk/RFO:-

- Is encouraged to attend all relevant DALC Clerks' training courses including the New Clerks course
- Is provided with a Contract of Employment setting out clear objectives and expectations
- Receives an employment and salary review annually from the Council
- Is encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Is asked to consider other relevant training to the proficient discharge of their duties such as IT, legal powers, finance and planning, which is identified through regular training needs assessments
- Is encouraged to attend relevant local meetings such as Clerks forums and briefings
- Is offered subscriptions to relevant publications and advice services
- Is provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council
- Receives regular feedback from the Council Chairman on their performance

IDENTIFICATION OF TRAINING NEEDS

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

Each year, 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.

For fairness and equality, no one Councillor may claim more than 20% of the annual training budget. This figure will include travel expenses at the current HMRC standard rate of mileage (currently 45p per mile).

EVALUATION AND REVIEW OF TRAINING

The Clerk will maintain an updated training record for all Councillors and the Clerk.

Following attendance on a training course, the person who attended will report back to the Clerk and Councillors on the relevance and effectiveness of the training supplied and provide course material for circulation.