

ALREWAS PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY FOR COUNCILLORS, EMPLOYEES AND VOLUNTEERS

Introduction

This Policy has been drawn up to support Cllrs, employees and volunteers in understanding and undertaking their roles for the Parish Council. It is based on national guidelines for the public sector and a selection of policies from other parish councils.

1 Definitions

1.1 For the purpose of this policy, "Training" and "Development" covers a range of activities from the attainment of formal qualifications through to formal and informal briefings and demonstrations. It also includes attendance at conferences, and presentations by external bodies.

2 Policy statement

2.1 Alrewas Parish Council wishes to encourage all Cllrs, employees and volunteers to be as well prepared as possible for their various roles to help them support the values and objectives of the Parish Council and to develop themselves in making a contribution to the community.

2.2 The Parish Council will:

- a support and encourage the training and development of knowledge of councillors, employees and volunteers to help achieve the objectives of the council and to support the needs of the individual concerned;
- b regularly review the needs of councillors, employees and volunteers and approve a training budget adequate for purpose;
- c consider an annual report on training and development and decide on priorities for each year

3 Training and development for councillors

3.1 Alrewas Parish Council will encourage and support:

- a attendance at an induction session within 9 months of election or co-option (usually held by the Staffordshire Parish Councils' Association (SPCA)) explaining the role of the council, councillors and the Clerk;
- b the provision of a copy of the *Good Councillors Guide*, copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant at the time of election or co-option
- c free access to relevant courses provided by SPCA and others
- d attending briefings, consultations and other general meetings
- e the circulation of briefings, newsletters and magazines.

3.2 Councillors will be encouraged to attend some form of training or development to help them operate and develop as a councillor at least annually.

3.3 A record will be kept by the Clerk to help develop training objectives for the Council and will be included (anonymised) in the annual Training and Development report.

4 Training and development for employees:

Contracts will contain the Council's commitment to and expectations of staff in relation to training and development.

The Clerk

4.1 Alrewas Parish Council will support the Clerk to:

- a Attend an induction session explaining the role of the council, councillors, Clerk and other staff, usually provided by SPCA, within 6 months of commencing employment;
- b obtain copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant;
- c undertake any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system;
- d reclaim expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils and the SPCA;
- e have a paid subscription to relevant publications, advice services and membership of relevant local council associations;
- f have access in the office to the current version of *Local Council Administration* by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council; and
- g have suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

4.2 The Council will encourage the Clerk to:

- a gain the Certificate in Local Council Administration (CiLCA) and further qualifications if required, within an agreed timescale if not qualified at the time of appointment;
- b participate in local clerks' forums and events.

4.3 The council will endeavour to support the Clerk's professional development, which might include:

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

4.4 Such support is entirely at the discretion of the council.

5 Other employees:

5.1 Alrewas Parish Council will support employees to gain the skills and knowledge needed to perform their allocated tasks and to make a full contribution to the work of the Parish Council by providing a briefing on the work and ethos of the council, and support to attend relevant training. Such activities will be agreed in advance by the Clerk who can refer requests to the full Parish Council if required.

6 Training and Development for Volunteers

6.1 Training and development for volunteers will be in relation to the task(s) they are undertaking for the Parish Council. This may include training in the use of equipment or on the requirements of a role. Such training will be the responsibility for the Cllrs leading the activity in consultation with the Clerk.

7 Identification and Review of training and development needs

- 7.1 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.
- 7.2 Training needs for staff will be identified from:
- a induction and probation;
 - b one-to-ones;
 - c appraisals
 - d annual strategic planning.

8 Budget for training

- 8.1 An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs.
- 8.2 Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

9 Evaluation

- 9.1 All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness. Training will be reviewed in light of changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

Kathryn Powell
Clerk
March 2022

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Policy approved:

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