

South Walsham Parish Council

Training and Development Policy

Introduction

South Walsham Parish Council is committed to ensuring its councillors and employees are trained to the highest standard and kept up to date with new legislation. Funds are therefore allocated to a training budget each year to enable councillors and staff to attend training and conferences relevant to their role. Volunteers can prove invaluable to aid the community using their skills and knowledge, so Council may also consider requests from such persons if it is deemed beneficial to the community.

Statement of Intent

It is the intention of South Walsham Parish Council that it will:

1. Support and encourage the training and development of the knowledge of councillors and employees to help achieve its objectives;
2. Regularly review the needs of councillors and employees;
3. Plan training and development opportunities and budget accordingly.

Training and development for councillors

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

Therefore, Council will ensure that these opportunities are provided:

1. Attendance at induction sessions for new councillors upon acceptance of the role;
2. An induction pack including copies of the Standing Orders, Financial Regulations, Code of Conduct, council policies and any other information deemed relevant;
3. Access to courses provided by bodies such as Norfolk Association of Local Councils (NALC);
4. Expenses for attending briefings, consultations and other necessary meetings for councillors in the local area; and
5. Circulation of briefings, newsletters and magazines.

Training and development for the clerk

Council will encourage the clerk to gain the Certificate in Local Council Administration (CiLCA) and further qualifications, undertake the necessary Continuing Professional Development (CPD) as well as participating in local clerks' forums and events.

To enable the clerk to do so, Council will offer:

1. Attendance at induction sessions run by NALC to introduce the role, responsibilities and obligations of being a clerk;
2. Provision of any other training necessary, including mentoring, to ensure proficient discharge of the clerk's, or council's duties;
3. Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks (SLCC), the National Association of Local Councils and the Norfolk Association of Local Councils (NALC);
4. Subscription to relevant publications, advice services and membership of professional bodies, including SLCC and NALC;
5. A current edition of Arnold-Baker on Local Council Administration, the SLCC Clerks Manual and any other publications deemed necessary relating to Council's functions;

Council will support the clerk's Continuing Professional Development at a minimum level required for a Local Council Award and, if deemed appropriate, the additional requirements for Principal Membership of the SLCC.

Financial assistance towards the costs of tuition, examinations and resource materials will be decided by council along with allocated study leave and time off for attendance at learning courses or examinations.

Training and development for volunteers

Council recognises that volunteers may have skills and knowledge that can benefit the parish. For those with time to commit to projects or initiatives supported by Council, training and development opportunities will be considered wherever possible. The level of financial assistance available towards the costs of attendance at appropriate courses will be decided by Council, on a case-by-case basis which may be dependent upon the budget for that financial year and the costs of outsourcing the work to a suitably qualified contractor.

Review of training and development needs

Training requirements will usually be identified by the councillor, employee or volunteer themselves, the chairman or clerk. Opportunities to attend courses will be investigated by the clerk and brought to the attention of full council.

Training needs could be identified by induction and probationary periods; one-to-one meetings; appraisals and annual strategic planning.

Budget

An allocation will be included within the budget each year for training and development, based upon any identified training and development needs.

Evaluation

All training undertaken will be evaluated by the attendee to gauge its relevance and effectiveness. A record of training attended by councillors, volunteers and staff will be maintained by the clerk.

Review

Training provision will be reviewed in light of changes to legislation or systems applicable to council, its services, new qualifications, equipment, complaints or incidents which highlight training needs and requests from councillors, volunteers and staff.

Signed

P Crook
Chairman

Dated

15th May 2023

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