

Upton Bishop Parish Council

Training and Development Policy

Policy statement

Upton Bishop Parish Council is committed to improving the quality and enjoyment of life in the Parish, for residents and visitors, whilst enhancing the environment and the local economy. In recognition of this objective, the Council will equip councillors, employees and volunteers 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, within the constraints of the budget.

Background

The Parish Council consists of eight elected councillors and a part-time employee – the Parish Clerk. On occasion volunteers provide invaluable support to the Council. The Council is committed to ensuring its team is 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 staff and councillors to attend training and conferences relevant to their office
- for subscriptions to professional bodies and publications
- purchase of relevant resources

Prospective councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them.

In this document training and development are defined as follows:

Training is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace (i.e. parish council).

Development is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

Training and Development for Councillors

- 1) Attendance at induction sessions explaining the role of councillors.
- 2) Provision of the Councillor Information Handbook including copies of the Code of Conduct, The Good Councillor's guide, Standing Orders, Financial Regulations, policies and procedures of the Council and other information deemed relevant.
- 3) Access to relevant courses provided by bodies such as the Herefordshire Association of Local Councils (HALC)
- 4) Expenses for attending briefings, consultations and other general meetings for councillors in the Herefordshire Council area.
- 5) Circulation of documentation such as briefings, newsletters and magazines.

Training and Development for the Clerk

- 1) Induction session explaining the role of the Clerk.
- 2) Provision of the Councillor Information Handbook including copies of the Code of Conduct, The Good Councillor's guide, Standing Orders, Financial Regulations, policies and procedures of the Council and other information deemed relevant.
- 3) Gaining the Certificate in Local Council Administration (CiLCA) within 12 months of appointment including the training courses provided by HALC and/or SLCC.
- 4) Any other training relevant to the proficient discharge of their duties such as IT, website, legal powers, finance and understanding the planning system, identified through regular training needs assessments.
- 5) Attendance at relevant local meetings of bodies such as the Association of Local Council Clerks (ALCC) and briefings by HALC.
- 6) Attendance at briefings, consultations and other general meetings in the Herefordshire Council area.
- 7) Attendance at national conferences.
- 8) Subscription to relevant publications and advice services.
- 9) Annual appraisal meeting

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Training and Development for Volunteers

- 1) Assessment of their skill, knowledge and capacity to complete the task in hand.
- 2) Briefings on relevant health and safety matters and the scope of their work prior to starting.
- 3) Briefing on the safe use of any equipment provided by the Council.
- 4) Training for volunteers will not be beyond that which is deemed necessary for their role.

Evaluation and Review

- 1) Training and development for each of these groups will be reviewed by the Council in preparation for the annual budget.
- 2) The Clerk will highlight training requirements and opportunities as they arise.
- 3) Publicly funded training must be approved by the Council to ensure its relevance, content and appropriateness.
- 4) All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness and to recommend further training needs.
- 5) The Clerk will maintain a record of training that they, councillors and volunteers attend

Document control

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Last approved by the Parish Council	See Policies Index		
Date for next review	As per Administration Calendar		