

# Colne Parish Council



## Training and Development Policy

Adopted by the Council on the 24<sup>th</sup> April 2018, reviewed annually in June

### Purpose of Training

The purpose of training is to equip Parish Councillors and Clerks with the skills, knowledge and attitudes to meet the needs of the Parish Council in discharging its statutory duties.

The Council recognises that such development is a continuing process for everyone in order to deliver the services expected by the local community, in a professional manner.

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 and policies of the Council.

The Clerk/RFO:

- Encouraged to attend all relevant CAPALC Clerks training courses.
- Provided with a contract of employment setting out clear objectives and expectations.
- Receives an employment and salary review annually from the Council.
- Encouraged to gain the Certificate in Local Council Administration (CILCA).
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference.
- Receives regular feedback from the Chairman or Vice Chairman of the Council on their performance.

### Training Process

Training is aimed at achieving the following purposes:-

- To ensure that all new Councillors are properly trained in the legal responsibilities of the post.
- To ensure that the Parish Clerk is fully trained in every aspect of their responsibilities.
- To continue with on-going training as necessary to ensure that everyone is fully conversant with changes in legalisation.
- To undertake a periodic evaluation of everyone's knowledge against the requirement of that position in order to identify any shortfalls in personal knowledge and to identify the appropriate training course to rectify the knowledge gap.

## **Responsibility for Training**

Each individual Councillor and employee is responsible for identifying their own personal training needs based on their individual level of knowledge. The Clerk will be used to assist in identifying any areas where a skill gap may exist.

A review will be undertaken by the whole Parish Council periodically to identify any shortfall in knowledge with due regard to changing legal requirements.

Suitable training courses will be identified to provide the required professional training as necessary.

## **Resourcing training**

A training budget will be allocated to enable each individual to attend any relevant training throughout the year.

Annually 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.

## **Record of Training Undertaken**

- A full record of training undertaken by each individual will be kept by the Clerk to the Parish Council showing the individuals name, course attended, dates attended, and the qualification awarded (if any).
- Following attending any training the person who attended will report back to the Clerk & Chairman on the relevance and effectiveness of the training supplied.

This policy will be reviewed annually.