

TANGMERE PARISH COUNCIL



TRAINING AND DEVELOPMENT POLICY

Overview

This document forms Tangmere Parish Council's Training and Development Policy for councillors, all employees and volunteers.

It sets out:

- Introduction
- Policy Statement
- Training and Development for Councillors
- Training and Development for Employees
- Training and Development for Volunteers undertaking Parish Council Activities
- Identification and Review of Training and Development Needs
- Budget for Training
- Evaluation of Training Efficacy
- Sector Specific Training

1.0 Introduction

1.1 Tangmere Parish Council (the Council) is committed to ensure that it continues to fulfil its duties and responsibilities in a professional manner and to provide the highest quality representation and services for the people of Tangmere Parish. It recognises that its most important resource is its councillors, employees and volunteers. Tangmere Parish Council consists of ten Councillors and employs one part-time Clerk and one part-time Administrator/ Hall Booking Clerk. In addition, volunteers from within Tangmere Parish provide invaluable support for its work. Its intention is that councillors, all employees and volunteers are suitably equipped with the necessary knowledge and skills to undertake their roles and to maintain effective communication and working practices and are also kept up to date with all new legislation.

To support this, funds are allocated to a training budget each year to enable councillors, employees and volunteers to attend training and conferences which are relevant to their office. Any prospective councillors and staff members will be made aware of the content of this Policy and the expectations placed upon them contained within it.

2.0 Policy Statement

2.1 Tangmere Parish Council will:

- i) Support and encourage the training and development of knowledge of councillors, employees and volunteers to help achieve the aims and objectives of the Council.
- ii) Regularly review the training and development needs of councillors, employees and volunteers.
- iii) Plan training and development opportunities and budget accordingly.
- iv) Ensure all training is evaluated to assess its effectiveness and value.

3.0 Training and Development for Councillors

3.1 Tangmere Parish Council will ensure:

- i) Attendance at induction sessions (usually held by West Sussex Association of Local Councils (WSALC) explaining the role of the council, councillors and the Clerk;
- ii) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant;
- iii) Access to relevant courses provided by bodies such as WSALC;
- iv) Expenses for attending briefings, consultations and other general meetings for councillors in the local area;
- v) Circulation of briefings, newsletters and magazines

3.2 Councillors will be encouraged throughout their term(s) of office to attend training at least annually to help them operate and develop as a councillor.

4.0 Training and Development for Employees

4.1 Tangmere Parish Council will ensure:

- i) Attendance at an induction session explaining the role of the council, councillors, the clerk and other staff;
- ii) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Council Policies and any other information deemed relevant;
- iii) Provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding of the planning system;

- iv) Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks (SLCC), the National Association of Local Councils (NALC) and the West Sussex Association of Local Councils (WSALC);
- v) Subscription to relevant publications, advice services and membership of relevant local council associations;
- vi) Provision of *Local Council Administration* by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the Council; and
- vii) Provision of suitable mentoring if required (this may be via telephone, email, online meeting or in house)
- viii) Support for online training courses and programmes.

4.2 The Council will encourage the Clerk to:

- i) Gain the Certificate in Local Council Administration (CILCA) and further qualifications: and
- ii) Participate in local clerk's forums and events.

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

- i) Financial assistance towards the cost of tuition, examinations and resource materials;
- ii) Allocated study leave;
- iii) Time off for any relevant learning courses or examinations
- iv) Time for self-directed research and learning

4.4 Such support is entirely at the discretion of the Council or, as appropriate, staffing committee. Factors such as the availability of finance and the individual's employment record will also need to be taken into consideration.

4.5 Learning agreements will be drawn up between the Council and the employee setting out the responsibilities in terms of time and financial support from the employer and the commitment to complete the agreed training course or qualification.

5.0 Training and Development for Volunteers undertaking Parish Council activities

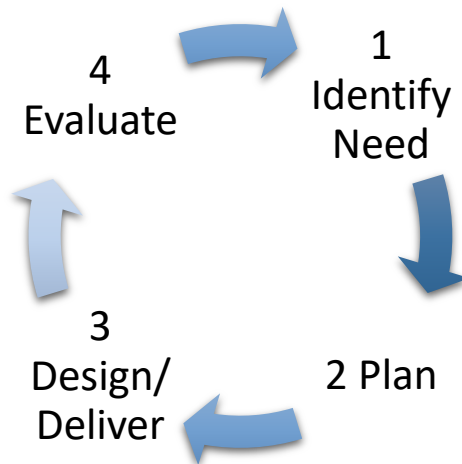
5.1 Tangmere Parish Council will ensure:

- i) Briefings on relevant health and safety matters and the scope of their work prior to starting.

- ii) Assessment of their skill, knowledge and capacity to complete the task in hand.
- iii) Briefing on the safe use of any equipment provided by the Council.

6.0 Identification and Review of Training and Development Needs

6.1 Training can be divided into a number of different elements (see diagram below).



1. Identifying training and development needs – in light of Council objectives and the requirements of employees, councillors and volunteers.
2. Planning and organising training and development opportunities to meet those needs.
3. Designing and delivering training and development opportunities.
4. Evaluating the effectiveness of training and development opportunities.

6.2 Training requirements for Councillors are identified in the following ways:

- Following confirmation of an election
- Formal/informal discussions
- A request from a Councillor
- Legislative requirements
- New or revised qualifications becoming available
- Following complaint to the Council

6.2 Training needs for staff will be identified from a variety of sources:

- Induction and probationary periods
- Staff Appraisal
- One to ones
- Formal Meetings or processes
- Informal discussions
- Organisational goals, plans and strategies ie the objective to be accredited in the Local Council Awards Scheme or become eligible for the General Power of Competence.
- Questionnaires

6.3 Other areas triggering training needs might include:

- Training requests from member of staff
- New staff member
- Changes to legislation
- Change to quality systems
- New and revised qualifications launched
- Accidents
- Professional negligence/mistake
- New equipment
- New processes/working methods
- Complaints to the Council
- Council resolutions
- New services being delivered by the Council
- A structured professional development programme

7.0 Budget for Training

- 7.1 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.
- 7.2 Purchases of relevant memberships, subscriptions and resources such as publications will be considered on an ongoing basis.
- 7.3 Annually the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and the West Sussex Association of Local Councils to enable the Clerk, other staff members and Councillors to take advantage of their training courses and conferences.

8.0 Evaluation of Training Efficacy

- 8.1 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.
- 8.2 The Clerk will maintain a record of training attended by all councillors and staff.

9.0 Sector Specific Training

- 9.1 The National Training Strategy for Town and Parish Councils in England sets out core aims, objectives and aspirations for the sector and development of skills and objectives. The strategy

POLICY REVIEW	
Date adopted:	21 March 2024
Date of next review:	