TRAINING AND DEVELOPMENT POLICY

1 Introduction

1.1   Marston Sicca Parish Council are committed to ensuring our councillors and staff are 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. Prospective councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Policy statement

2.1   Marston Sicca Parish Council intention is to:

- support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council.
- regularly review the needs of councillors and employees; and
- plan training and development opportunities and budget accordingly.

3. Training and development for councillors

3.1   Marston Sicca Parish Council look to ensure:

- attendance at induction sessions (usually held by Warwickshire Association of Local Councils - WALC) explaining the role of the council, councillors and the Clerk.
- provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant.
- access to relevant courses provided by bodies such as WALC.

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

4. Training and development for the Clerk

4.1   Marston Sicca Parish Council will ensure:

- attendance at an induction session explaining the role of the council, councillors, Clerk and other staff.
- provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.

- provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.
- subscription to relevant publications, advice services and membership of relevant local council associations; f provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council.
- provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

4.2 The council will encourage the Clerk to:

- gain the Certificate in Local Council Administration (CiLCA) and further qualifications.
- participate in local clerks' forums and events.

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

- financial assistance towards the cost of tuition, examinations and resource materials.
- allocated study leave.

4.4 Such support is entirely at the discretion of the council or, as appropriate, staffing committee.

5. Review of training and development needs

5.1 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.

5.2 Training needs for staff will be identified from:

- induction and probationary periods.
- one-to-ones.
- appraisals.
- annual strategic planning.

6 Budget for training

6.1 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.

6.2 Purchases of relevant memberships, subscriptions and resources such as publications will be considered on an ongoing basis.

7 Evaluation of training

7.1 All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.,

7.2 The Clerk will maintain a record of training attended by all councillors and staff.

| Policy adopted: December 2021   .Review date: December 2022 |