

Hutton Henry & Station Town Parish Council

Training & Development Policy

Adopted October 2022

To be reviewed October 2023

Hutton Henry & Station Town Parish Council

1 Introduction

This document forms the Council's Training Policy.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Resources
- Training Budget
- Review of Policy

2 Commitment to Training

- 2.1 Hutton Henry & Station Town Parish Council (HHST) is committed to maintaining the standards expected of a local council.
- 2.2 HHST expects both Councillors and the Parish Clerk have the knowledge and information to enable them to carry out their roles efficiently and effectively in order that the Council complies with all legal and statutory requirements, functions to the highest standard.
- 2.3 This will be achieved by:-
- 2.4 Encouraging all Councillors to improve their knowledge and understanding of council work through training.
- 2.5 Expecting its Clerk to undertake a programme of continuous professional development in line with the requirements of their role and in order that they keep up with all legislation and have the knowledge to be able to advise Councillors
- 2.6 HHST commits itself to identifying the training needs of its members and staff on a regular basis and will:-
- 2.7 Make reasonable financial provision in its budget for training and development each year
- 2.8 Include 'Training' as a standing item on each Monthly Meeting agenda
- 2.9 Take advantage of any relevant training provided freely by:-
 - ⇒ CDALC
 - ⇒ DCC
 - ⇒ County Training Partnership
 - ⇒ SLCC
- 2.10 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 contained within.

3 Policy Statement

- 3.1 Hutton Henry & Station Town Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally.**
- 3.2 To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices.**
- 3.3 The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.**
- 3.4 It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future.**
- 3.5 Councillor and staff development should be recognised as an integral part of the Council's business.**
- 3.6 Annually, an allocation will be made in the budget as required to enable reasonable training and development and 'Training and Development' will be a Standing Item on each Monthly Meeting Agenda.**

4 Training Needs

- 4.1 HHST Parish Council consists of 12 elected Councillors and employs one part-time Parish Clerk/Responsible Financial Officer and a part time Groundsperson at Station Town Cemetery.
- 4.2 Training and development for each of these will be regularly reviewed but will contain as a minimum requirement:-
Councillors:
 - a. In-house training
 - b. Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
 - c. Access to relevant courses provided by external bodies such as
 - ⇒ Durham County Council,
 - ⇒ CDALC
 - ⇒ CTP
 - ⇒ SLCC
- 4.3 Expenses can be claimed for attending briefings, consultations and other general meetings for Councillors in the County
- 4.4 Circulation of documentation such as briefings and newsletters/magazines to all Councillors

New Councillors (Elected, Co-opted, and appointed Councillors)

Each will receive the above but also be encouraged to attend:-

- ⇒ Induction training given by the Clerk
- ⇒ Appropriate 'New Councillor' training given by CTP
- ⇒ Any additional training aimed at new Councillors.

Clerk/Responsible Financial Officer

The immediate training needs of a new appointment will be identified prior to job advertisement and interview and re-assessed and implemented once the appointment has been made.

- a The Clerk will be required to undertake ILCA (if not already gained) and subsequently CiLCA (if not already gained). Gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (this is a condition of employment)
- b Attendance at a 'New Clerk's' training courses or similar
- c Any other training relevant to the proficient discharge of their duties such as:-
 - I.T, Legal Powers, Finance, Planning etc
 - As identified through regular training needs assessments
 - Attendance at relevant training courses and/or local meetings of external bodies such:-
 - ⇒ SLCC
 - ⇒ CDALC
 - ⇒ DCC
 - ⇒ CTP
- d Subscription to relevant publications and advice services will be paid by HHST
- e Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council
- f Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes will be encouraged
- g Expenses for attending briefings, consultations, training and any other general meetings will be paid by HHST

Groundsperson

The immediate training needs of a new appointment will be identified prior to job advertisement and interview and re-assessed and implemented once the appointment has been made.

The Clerk will investigate any possible CPD opportunities for the Groundsperson.

Volunteers

The council don't currently have any volunteers associated with it. However, when this changes, suitable training opportunities will be provided.

5 Identifying Training Needs

- 5.1 To provide appropriate training, development and learning opportunities for all Councillors and staff will be identified through self-assessment, the Council's aims and objectives and changes in legislation
- 5.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council as a standing item on the monthly agenda
- 5.3 Training needs for the Clerk and Groundsperson will be identified through the recruitment process, including application form and interview, formal and informal discussions, and annual staff appraisals
- 5.4 All employees are expected to keep up to date with developments in the sector and highlight to the Council any training required

6 Training Resources

- 6.1 The Council as a whole is responsible for monitoring and meeting the training needs of staff and members and managing the budget.
- 6.2 Training requirements will usually be identified by the Council and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- 6.3 The principles of the National Training Strategy for Town and Parish Councils is recognised as an excellent strategy for both clerk and councillors.
- 6.4 The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (as a minimum) and the Council will provide appropriate training and support to enable this to be achieved.
- 6.5 The Clerk will be expected to attend all relevant training days whenever possible and other members of staff will be expected to attend training days which are relevant to their office. Time will be allowed and remunerated for attendance at such training. The Council may decide to support the Clerk to undertake further training or education at its discretion.
- 6.6 New councillors will be expected to attend induction training provided locally by the Clerk and will be provided with an information pack containing the documents as set out in the Induction Training pack.
- 6.7 New councillors will be encouraged to attend induction and on-going development training provided by CDALC and the County Training Partnership (CTP).
- 6.8 Councillors will be encouraged to undertake additional training on the local planning system and this will be provided locally by the CTP and or CDALC.

7 Training Budget

- 7.1 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.
- 7.2 The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Durham Association of Town and Parish Councils (CDALC) to enable clerk and councillors to take advantage of their training courses and conferences.

8. Evaluation and Review of Training

8.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.

8.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

8.3 The Clerk will maintain a record of training attended by themselves and Councillors.