

## **HOLBROOK PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY**

1. Holbrook Parish Council (HPC) is committed to the provision of training and development for all Employees and Councillors to ensure that they are trained to the highest standard and kept up to date with all new legislation.
2. All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.
3. To support this requirement, funds are allocated to a training budget each year to enable Staff and Councillors to attend training and conferences relevant to their office.
4. The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices.
5. The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.
6. **Training and Development Activity:**  
Holbrook Parish Council consists of up to eleven elected Councillors and employs one part-time Parish Clerk. A temporary part-time Community Caretaker is also employed. Training and development will be regularly reviewed but will contain as a minimum requirement:

### **For Councillors:**

- Attendance at induction sessions explaining the role of Councillors
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils (SALC).
- Circulation of documentation such as The Local Councillor; Local Associations Information Service Documents (LAIS) and relevant briefings.

### **For the Clerk and Responsible Financial Officer:**

- Induction session explaining the role of the Clerk
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year; Terms of References for all Committees and Sub-Committees and other information deemed relevant.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance, GDPR and understanding of the planning system, identified through regular training needs assessments.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and Information and Networking briefings provided by SALC.
- Subscription to relevant publications and advice services.
- Provision of relevant publications, which will remain the property of the Council.
- Encouragement to attend peer meetings for mentoring and support where these exist.

- Regular feedback from the Chairman of the Council in their performance.

**If new in post:**

Gaining the Certificate in Local Council Administration (CiLCA) in order to gain the General Power of Competence.

**For the Community Caretaker and for volunteers** on Parish Council activities the following as a minimum will be provided:

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

**7. Identification of Training Needs:**

Training requirements for Councillors will usually be identified by themselves in conjunction with the Chairman and the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

Training needs for the Clerk will either be identified through the recruitment process for new clerks, including application form and interview, or formal and informal discussions and annual staff appraisal for existing Clerks.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

**8. Resourcing Training:**

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks as well as subscriptions to relevant newsletters/magazines.

Purchases of relevant additional resources such as books and publications will be considered on an ongoing basis.

**9. Evaluation and review of training**

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 in section 4 above.

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, other employees or volunteers.

The Clerk will maintain a record of training attended by themselves, other employees and Councillors.