

# STISTED PARISH COUNCIL

## Training and Development Policy



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| Adopted on:      | May 2022                      |
| Reviewed on:     | 11 November 2024 (new policy) |
| Next review due: | December 2026                 |

## **Introduction**

Stisted Parish Council is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislation. The Council recognises that the most important resource is its staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

A training budget is allocated each year to enable attendance at any relevant training and conferences throughout the year to cover both Clerk and Councillors.

## **Policy Statement**

The Clerk is responsible for procuring necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and residents.

Membership of EALC and SLCC will be maintained as key providers of Local government training

## **Training and Development Activity**

All Councillors will

- have access to the Council Policies and Procedures on the parish Website and this includes Standing Orders, Financial Regulations, Code of Conduct, Publication policy and other relevant policies which may vary or be added to at any time
- have access through search engines to the Good Councillor Guide and the Clerk can print a copy on request
- emailed all updates and newsletters which the Clerk receives and deems relevant;
- be encouraged to attend new councillor training at EALC and be given details of other relevant training available
- The Chair and Vice Chair will also be encouraged to attend the EALC Chair training

The Clerk / RFO will be:

- provided with a contract of employment setting out clear objectives and expectations;
- receive an employment and salary review annually from the Council;
- encouraged to attend all relevant EALC clerks' training courses including the New Clerk and other courses to develop knowledge to complete CiLCA
- provided with all relevant publications such as the Local Council Administration reference book (Arnold Baker)
- given regular feedback from the Council on their performance
- entitled to paid study leave in order to work towards the qualifications.

## **Training Needs Identification**

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

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

## **Resourcing Training**

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

## **Evaluation and Review of Training**

The Clerk will maintain an updated training record for all Councillors and the Clerk.

Adopted at a Parish Council Meeting on 6 November 2024. Minute reference: 99.6 – see agenda for list of all policies reviewed. To be reviewed in two years, or sooner should legislation dictate.