



# **SALFORD PRIORS PARISH COUNCIL TRAINING & DEVELOPMENT POLICY**

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## **Introduction**

Salford Priors Parish Council is committed to ensuring its Councillors and Staff are trained to the highest standard and therefore achieve their full potential. In order to support this, funds are allocated to a training budget each year. Prospective councillors will be made aware of the content of this policy and the expectations placed upon them contained within it.

### **Salford Priors Parish Council's intention is to:**

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

### **Training and Development for Councillors**

Salford Priors Parish Council will ensure:

- a) attendance at induction sessions (usually held by the Warwickshire Association of Local Councils (WALC)) explaining the role of the council, councillors, and the Chief Officer/Clerk & RFO.
- b) supply a welcome pack with provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant.
- c) access to relevant courses provided by bodies such as WALC.
- d) expenses for attending briefings, consultations, and other general meetings for councillors in the local area.
- e) circulation of briefings, newsletters, and magazines.

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

### **Training & Development for the Clerk & RFO to Council**

The Council will ensure:

- a) attendance at an induction session explaining the role of the council, councillors, Clerk & RFO, and other staff.
- b) provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
- c) 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.
- d) expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils and WALC
- e) 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.

- g) provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

The Council will encourage the Clerk & RFO to Council to:

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

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

- a) financial assistance towards the cost of tuition, examinations, and resource materials
- b) allocated study leave
- c) time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the Council or, as appropriate, Personnel Sub Committee.

### **Training and Development of Staff**

Salford Priors Parish Council will ensure:

- a) all new members of staff joining the Council will receive an induction consisting of parish tours to visit key landmarks in the parish.
- b) a welcome pack to include all relevant information about the position being taken up. Staff handbook. A schedule of training and information gathering to enable the starter to obtain the full skill set and knowledge for the position.
- c) annual performance review which will include consideration for future training and opportunities to develop additional skills to support the Council.
- d) to ensure that the working environment and mental positivity are maintained.

### **Training, Development and safety of Volunteers**

Salford Priors Parish Council will ensure:

- a) welcome pack including identification badges, expected duties, training and knowledge for event.
- b) provide Health and Safety/risk assessment facts. To ensure that the volunteer remains safe and informed at all times.
- c) maintain training in the skills and knowledge as the post requires.

### **Review of Training & Development Needs**

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk & RFO to Council. Opportunities to attend courses will be investigated by the Clerk & RFO to Council and brought to the attention of the Full Council.

Training needs for staff will be identified from:

- induction and probationary periods
- one-to-ones
- appraisals

- annual strategic planning.

### **Budget for Training**

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

### **Evaluation of training efficiency**

All training undertaken will be subsequently evaluated by the Clerk & RFO to gauge its relevance and effectiveness. Training will be reviewed considering 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.

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