



TRAINING & DEVELOPMENT POLICY

1. Introduction

We 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

Old Basing & Lychpit Parish Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents in a professional manner. Our intention is that Councillors, the Clerk, the Deputy Clerk and any other workers of the Parish Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Parish Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

3. Training and Development Activity

Old Basing & Lychpit Parish Council consists of up to twelve elected Councillors and employs one part-time Parish Clerk, one part-time Deputy Clerk and two part-time Litter Wardens. In addition, volunteers from within Old Basing & Lychpit provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

For Councillors

- 3.1.a. Attendance at induction sessions explaining the role of the Council, Councillors, and the Clerk/Deputy Clerk.
- 3.1.b. Provision of a Councillor Induction Pack containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council, health and safety and other information deemed relevant.
- 3.1.c. Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for finance will receive basic finance training and/or those responsible for planning will receive basic planning training (including how to respond to planning applications).
- 3.1.d. The Chair of the Council (and of any Committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair, unless they have already received such training within the past two years.
- 3.1.e. Training in the use of the Power of Competence (if/when relevant).
- 3.1.f. Access to relevant courses provided by bodies such as the Hampshire Association of Local Councils (HALC).
- 3.1.g. Expenses for attending briefings, consultations, and other general meetings for Councillors in Hampshire.
- 3.1.h. Circulation of documentation such as briefings and newsletters/magazines

For the Clerk and Deputy Clerk

- 3.2.a. Induction session explaining the role of the Council, Councillors, Clerk and Deputy Clerk.
- 3.2.b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Parish Council, health and safety and other information deemed relevant.
- 3.2.c. Attendance at the Hampshire Association of Local Councils (HALC) “*What You Need to Know – new clerks training*” course, or similar.
- 3.2.d. Gaining the Certificate in Local Council Administration (CILCA) (It is a condition of employment that the Parish Clerk and/or Deputy Clerk gains this qualification as soon after twelve months of commencing the role as possible).
- 3.2.e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance, and Planning, as identified through regular training needs assessments.
- 3.2.f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by HALC.
- 3.2.g. Subscription to relevant publications and advice services.
- 3.2.h. Provision of *Local Council Administration* by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- 3.2.i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- 3.2.j. Regular performance feedback from the Chairman of the Council, or relevant Committee as appropriate.

For Volunteers on Parish Council activities

- 3.3.a. Briefings on relevant health and safety matters and the scope of their work prior to starting.
- 3.3.b. Assessment of their skill, knowledge, and capacity to complete the task in hand.
- 3.3.c. Briefing on the safe use of any equipment provided by the Council.

4. Training needs identification

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

Training needs for the Clerk and Deputy Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions, and annual Staff Appraisals. The Clerk is expected to keep up to date with developments in the sector and highlight to the Parish Council any training required.

5. Resourcing Training

An allocation will be made to the budget each year, as required, to enable appropriate training and development. The Council will consider an allocation in the budget for the payment of an annual subscription to the Society of Local Council Clerks and HALC to enable the Clerk, Deputy Clerk and Councillors to take advantage of their training courses and conferences. Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation and review of training

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

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

The Clerk will maintain a record of training attended by themselves, the Deputy Clerk and Councillors.