

# Langley with Hardley Parish Council

## Training and Development Policy

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### Introduction

Langley with Hardley Parish 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, staff and voluntary workers of the Council are suitably equipped with the knowledge and skills to carry out their roles, maintain effective working practices and deliver the Council's objectives.

### Training and development activity

Langley with Hardley Parish Council consists of seven Councillors when all vacancies are filled and an employed part-time Parish Clerk who is also the Responsible Financial Officer. In addition, volunteers assist the council by undertaking various roles.

1. Some training is necessary to ensure compliance with all legal and statutory requirements. 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.
2. The Personnel Committee on behalf of the Council will be responsible for monitoring and meeting the training needs of staff and managing the budget.
3. The training and development requirements of staff are identified through the annual appraisal process with a personal development plan approved by the Personnel Committee.
4. The Clerk, and ideally the Responsible Financial Officer, will be expected to undertake the 'Introduction to Local Council Administration' course.
5. The Clerk will be required to obtain the CiLCA qualification. The Responsible Financial Officer will be expected to obtain appropriate bookkeeping and/or financial qualifications.
6. The Clerk, once CiLCA qualified, should undertake Continuing Professional Development training (CPD) as appropriate to their role and approved by Council.
7. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Norfolk Association of Local Councils (NALC). This will enable staff and councillors to take advantage of appropriate training courses, conferences and publications.
8. Staff will be expected to attend relevant training events and councillors can attend training events which are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to attend.
9. New councillors will have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guide, Standing Orders, Financial Regulations, Code of Conduct, Members List and Meetings Timetable. Reference will be made to the Council's website with regards the Council's policies and procedures including the Council's Health & Safety Policy, Risk Assessment & Management Policy, Complaints Procedure, Communications Policy, Equality & Diversity Policy, Dignity at Work/Bullying & Harassment Policy and Disciplinary and Grievance Procedures.

10. All councillors will be expected to be conversant with the above documents and to have read all papers and reports pertaining to the Council meetings.

### **Evaluating and monitoring**

Evaluation of training can be achieved by staff/councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and cascade the key implications of new legislation, guidance and/or best practice. It will be the responsibility of the Clerk to maintain a continuing professional record and for other councillors to keep a note of their attendance.

This policy will be monitored and reviewed bi-annually on behalf of the Council by the Personnel Committee.