

Training & Development Policy

Little Houghton Parish Council

Adopted on: 11th July 2016 Review due: September 2017

Little Houghton Parish Council Objective – Here to serve the parishioners of Little Houghton

Introduction

Little Houghton Parish Council is committed to ensure that its Clerk and councilor's 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 legislations. To ensure this is possible a training budget is allocated to enable them to attend any relevant training and conferences throughout the year.

Policy Statement

The Clerk is responsible for identifying training needs of both the councilors and themselves and either procuring or providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Training and Development Activity

All Councillors

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend NCALC off to a flying start training session
- Circulated any other training course details which may enhance their position

The Chairman and Vice Chairman are also encouraged to attend the NCALC new Chairman course upon their acceptance of office.

The Clerk & RFO

- Encouraged to attend all relevant NCALC clerks training courses including New Clerks course
- Provided with a contract of employment setting out clear objectives and expectations
- Receives an employment and salary review annually from the council
- Encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Attendance of relevant local meetings such as Clerks forums and briefings
- Subscriptions to relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- Receives regular feedback from the Chairman of the council on their performance

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

Resourcing Training

- Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. An agreed budget will be put in place 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.
- Following attending any training the person who attended will report back to the Clerk & Chairman on the relevance and effectiveness of the training supplied.