

Shincliffe Parish Council

Training Policy and Development Policy for Employees and Councillors

1. Commitment

Shincliffe Parish Council believes that training should be designed in a variety of ways to suit individual, local needs and circumstances. We also believe that interaction with others is an essential experience of training and that attending CDALC formal courses and seminars is an excellent way of interchanging views and learning from other councillors' experiences. We believe that training should be very strongly encouraged for all councillors, and particularly new councillors, who are undertaking responsibilities in the parish to ensure that staff and Councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year. Within 2017-18 this equates to £1,000. The Clerk is ultimately responsible for co-ordinating and arranging training and development processes not only for herself, but all Parish Councillors and an appropriate record is kept for inspection.

Our training policy is therefore:-

- To emphasise the importance of induction training for new councillors and to find ways of ensuring that they receive training at the earliest opportunity and also ensure that there is an equal opportunity in all aspects of their development;
- Ensure councillors have an understanding of the objectives and direction of the council and the contribution that is expected of them;
- To create a varied menu of training units capable of being adapted to suit local and individual circumstances including formal courses, selected reading and opportunities for online learning, briefings, seminars and conferences such as NALC and SLCC;
- To promote the importance of networking through training, council training strategies, training budgets and CPD (continuous professional development);
- Councillors should be encouraged to attend Durham County Council 'Consultation' events, so that they can glean a broader understanding of Local Government; and
- The council should arrange for Speakers to attend Parish Council Meetings, to make presentations on specific subjects which are relevant to the parish and the environment.

2. Councillors

2.1 All new councillors are given a copy of the:-

- Good Councillor's Guide;
- The Being a Good Councillor: a training pack supporting the Good Councillor's Guide is available from the office and councillors are encouraged to read it;
- Meetings schedule; and
- Standing Orders/Code of Conduct/Financial Regulations.

2.2 CDALC organise courses every year covering a variety of subjects. Councillors and the Clerk are encouraged to attend. Councillors must have internal training on the council's financial reporting system and allied Management Reports.

2.3 All Councillors who attend training are expected to report back to the full Council meetings verbally.

2.4 A training record is held by the Clerk in order to record and monitor all training.

3. Parish Clerk (and Responsible Finance Officer)

- The council believe that the Clerk should hold the CiLCA qualification;
- Any training needs will be identified through an annual appraisal with the Chairman;
- The Clerk must have IT skills and competence, and stay updated with technology advances
- The Clerk should attend courses, as part of her role, to ensure that he keeps up to date with Government legislation and changing policies.
- The Clerk must record the Professional Continuous Development Scheme points in the CPD Register.

Adopted - 19th July 2016

Last Reviewed – 16th May 2019

To be Reviewed – 21st May 2020