

TRAINING POLICY

Resolved at the Council Meeting 25th January 2021

Reviewed May 2021 – PC22 9(iv)

Reviewed F&GP 15 July 2024

Date for next review: July 2027

INTRODUCTION

Haddenham Parish Council (“**Council**”) is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

The Council values the time given by its Councillors to their community. This Policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

1. POLICY

- 1.1. The Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews, formal and informal discussions as well as other methods as appropriate.
- 1.2. The Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
- 1.3. The Parish Clerk will be CiLCA qualified, or expected to obtain the qualification within two years of being appointed to the role. Other members of staff will also be encouraged to obtain qualifications relevant to their role.
- 1.4. The ongoing training offered to its qualified staff will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks to obtain Principal Membership.
- 1.5. All staff will be encouraged to undertake training courses which will assist in developing their roles. This commitment will extend to any future permanent or fixed contract positions which may be required in the future.
- 1.6. Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination.
- 1.7. Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Where individuals require study leave to undertake study which is not mandatory but part of the individual’s formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.
- 1.8. Where individuals require study leave to undertake training which is not mandatory but part of the individual’s desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual’s role.

- 1.9. Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk (or Chairman of the Council), setting out the details of the course of study, how it relates to their work, and the time being requested. No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or Chairman of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.
- 1.10. The Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit, Financial management, and powers and duties of local councils.
- 1.11. The Council will evaluate and measure the impact and effectiveness of all training and this will be included as part of the Appraisal process of the Council.
- 1.12. The Council will maintain a library of current publications on books offering advice concerning all aspects of local government. It is noted that these publications can also be accessed online.
- 1.13. The Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
- 1.14. Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. The Council is committed to its office staff being members of the Society of Local Council Clerks recognising that it is a lead provider in training for officers, and to pay the membership fees on their behalfs. This commitment could in the future extend to membership of the Institute of Local Council membership and to the CPD required to maintain membership of the Institute.
- 1.15. The Council will ensure that training for employees and Councillors is adequately covered as an item in the annual budget; that membership fees for the Buckinghamshire and National Association of Local Councils and the Society of Local Council Clerks are included in the budget.
- 1.16. Councillors will be encouraged to undertake training to support and improve their understanding of the role of Councillor. As part of their initial induction, all Councillors will be provided with access to the latest edition of NALC Good Councillor Guide. Councillors serving on the following Committees will be advised to access the following publications from NALC.
 - Full Council – The Good Councillors Guide to Community Business.
 - Personnel Committee – The Good Councillors Guide to being a good Employer
 - Finance Committee – The Good Councillors Guide to Finance and Transparency
 - Planning Committee – The Good Councillors Guide to Neighbourhood Planning

Additional ongoing training will be sourced as and when required to assist Councillors to fulfil their role as designated by the Council.

The Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillor.