



BISHOPSTOKE PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

**This Training & Development Policy was adopted
by the Human Resources Committee at its meeting on 26 Oct 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
TRAINING & DEVELOPMENT POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
01	26 th October 2021	3.1 Updating the makeup of the Council and staff
02	26 th October 2021	5.10 Amending the name of the Committee
03	26 th October 2021	6.3 Adding a new Financial qualification
04	26 th October 2021	12.1 Amending the name of the Committee

TRAINING & DEVELOPMENT POLICY

1 Introduction

1.1 Bishopstoke Parish Council recognises that its Councillors and staff are its most valuable resource. The Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring the Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

2 Policy Statement

2.1 Bishopstoke 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, the Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

2.2 It is essential that Councillors and staff are given equal opportunities to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

3 The Parish Council

3.1 Bishopstoke Parish Council is made up of Councillors, Officers, and occasional volunteers from within Bishopstoke, who provide invaluable support for the parish's work. Training and development for these groups will be regularly reviewed.

4 Training for Councillors

4.1 Attendance at induction sessions explaining the role of councillors, and training in the Code of Conduct within 6 months of being elected.

4.2 Provision of a handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.

4.3 Training on the General Power of Competence.

4.4 Access to relevant training courses provided by the Hampshire Association of Local Councils (HALC) and other bodies.

4.5 Expenses for attending briefings, consultations and other general meetings for Councillors in the Hampshire County Council area.

4.6 Circulation of documents such as briefings, newsletters and magazines.

5 Training for the Clerk

- 5.1** Induction session explaining the role of the Clerk.
- 5.2** Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- 5.3** Attendance at a ‘New Clerk’s’ training course or similar.
- 5.4** Support in gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (if not already qualified).
- 5.5** Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments or other means.
- 5.6** Attendance at relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC).
- 5.7** Subscription to relevant publications and advice services.
- 5.8** Provision of Local Council Administration by Charles Arnold Baker / Paul Clayden and other relevant publications, which will remain the property of the Council.
- 5.9** Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes or enabling the Clerk to act as a mentor to other neighbouring Clerks.
- 5.10** Regular feedback from the Chair of the Council and meetings with the Human Resources Committee.
- 5.11** Expenses for attending briefings, consultations, training and any other general meetings.

6 Training for the Responsible Finance Officer

- 6.1** Induction session explaining the role of the Responsible Finance Officer.
- 6.2** Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- 6.3** Support, if wished, in gaining the Certificate of Local Council Administration (CiLCA) (if not already qualified), or the Financial Introduction to Local Council Administration (FILCA).
- 6.4** Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers and Finance, identified through regular training needs assessments.
- 6.5** Attendance at relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC).
- 6.6** Subscription to relevant publications and advice services.
- 6.7** Provision of relevant publications, which will remain the property of the Council.
- 6.8** Regular feedback from the Clerk, including an annual appraisal.
- 6.9** Expenses for attending briefings, consultations, training and any other general meetings.

7 Training for other staff

- 7.1** Induction session explaining their role.
- 7.2** Provision of copies of relevant Council policies, documents and other information necessary to their role.
- 7.3** Any training relevant to the proficient discharge of their role.
- 7.4** Subscription to relevant publications and advice services.
- 7.5** Provision of relevant publications, which will remain the property of the Council.
- 7.6** Regular feedback from the Clerk, or other designated Officer, including an annual appraisal.
- 7.7** Expenses for attending briefings, consultations, training and any other general meetings.

8 Training for Volunteers

- 8.1** Briefings on relevant health and safety matters and the scope of their work prior to starting.
- 8.2** Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments.
- 8.3** Briefing on the safe use of any equipment provided by the Council.
- 8.4** Training for volunteers will not be beyond that which is necessary for their role.

9 Study Leave and Course Attendance

- 9.1** Employees who are given approval to undertake external qualifications are granted
 - 9.1.1** Study time to attend day-release courses.
 - 9.1.2** Time to sit examinations.
 - 9.1.3** Study time of one day per examination (to be discussed and agreed by their line manager in advance).
- 9.2** Provision of study time must be agreed with the council prior to the course being undertaken.
- 9.3** Where attendance is required at a short course, a full day of paid leave will be granted.
- 9.4** Councillors and staff attending approved short courses/workshops/ residential weekends can expect
 - 9.4.1** The course fee to be paid (usually invoiced before of following the event).
 - 9.4.2** Travelling expenses in accordance with the Council's current policy.
 - 9.4.3** Reasonable subsistence expenses subject to the approval of the Clerk or Chair.

10 Identification of Training Needs

- 10.1** Training requirements for Councillors will usually be identified by themselves, the Chair and / or Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Council. Councillors can bring suggested courses to the Clerk for investigation.
- 10.2** The Council will review this policy at least once per Council cycle.
- 10.3** The Clerk, Responsible Finance Officer, staff and Councillors will have their training needs reviewed annually.
- 10.4** Initial training needs for any new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and then subsequently through annual appraisal.
- 10.5** The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

11 Training Resources

- 11.1** There will be a budget to enable reasonable training and development for both Councillors and staff. The amount will be reviewed each year during the budget process.
- 11.2** It is recognised that the Society of Local Council Clerks (SLCC), Hampshire Association of Local Councils (HALC) and National Association of Local Councils (NALC) all provide discounts on training courses and conferences to members, and this will be taken into account when the Council considers the continuation of subscriptions to those bodies.
- 11.3** There will be a budget for the purchase of relevant resources such as publications. The amount will be reviewed each year during the budget process.
- 11.4** Should the cost of any course be in excess of £1,000 and should the member of staff leave the Parish Council within three years of completing the course, then the Council reserves the right to require repayment of course fees at a rate of 75% of the fees should the employee leave within one year of completion, 50% of fees within two years and 25% of fees within three years.

12 Evaluation and Review

- 12.1** All training undertaken will be subsequently evaluated by the Clerk and Human Resources Committee to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the identification of training needs process (section 10). Any relevant information from the training will be disseminated to other Councillors and / or Officers.
- 12.2** Training will be reviewed in the light of changes to legislation; changes to any quality systems relevant to the Council; new qualifications; new equipment; complaints received; incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- 12.3** The Clerk will maintain a record of training that they, other Officers and staff, councillors and volunteers attend.