



Loddington Parish Council

Training and Development Policy

Loddington Parish Council's overall objectives are:

- To represent the local community
- To influence the delivery of effective services to meet local needs
- To strive to improve the quality of life in the local area.

Training plays an important role in helping us to achieve these objectives. The council are committed to training all their councillors, staff and volunteers to a high standard and to keep them up-to-date with relevant legislation. This ensures they can carry out their duties to the required standard.

The annual budget contains a training allowance to fund this training. All new councillors and staff are given a copy of this policy so they are aware of their own obligations and the council's obligations.

2. TRAINING IDENTIFICATION

Training needs for the Clerk will be identified by the Clerk's annual appraisal. Throughout the year the Clerk will notify the council of any new training required for council members to keep up-to-date with legislation or operate new equipment.

The Clerk will circulate to councillors notifications of future courses so they can identify any training requirements.

Training Requirements is an agenda item on every full council meeting agenda to check if a member of the council has identified a requirement.

3. TRAINING NEEDS

Training can include internal training, online training, conferences, meetings and formal courses.

- i. **Councillors.** The seven councillors will receive the following training as a minimum:
 - Receive a copy of the *Good Councillors Handbook* (Published by the National Training Strategy), Code of Conduct, council contact list, Standing Orders and copies of relevant policies and procedures.

- Attend the Northants CALC 'Off to a Flying Start' course for councillors. This is an introduction to the roles and responsibilities of councillors and clerks.
 - Attend relevant conferences, seminars and meetings.
- ii. **The Clerk.** The Clerk will receive the following training as a minimum:
- Attend the Northants CALC 'New Clerks' course. This provides an understanding of the roles and responsibilities of a parish clerk.
 - Attend any training necessary to undertake the job such as IT, legal and financial.
 - Attend relevant conferences, seminars and meetings of bodies such as SLCC, Northants CALC.
 - Copies of all relevant policies and procedures to be provided to the Clerk.
 - Subscription to relevant publications.
 - Regular meetings with the Chairman to feedback on performance.
 - A copy of *Local Council Administration* by Charles Arnold Baker will be provided by the council. This is a guide relating to laws parish councils must abide by.
- iii. **Volunteers.** Volunteers undertake certain parish council activities and it may be necessary to undertake some training such as the following:
- Briefings on Health and Safety related to the task.
 - Briefings on the safe use of equipment.
 - Assessment of their skills to undertake the task.

4. RESOURCING TRAINING

The annual budget will contain an allocated amount to cover training costs. This will cover courses, conferences etc. There is a separate budget allocation for subscriptions which covers membership of Northants CALC, SLCC and CPRE.

5. RESPONSIBILITY FOR TRAINING

- i. Training must be authorised by the council before booking.
- ii. The Clerk will organise training for himself or herself and the councillors. The Clerk will identify and organise training for volunteers if required.
- iii. The Clerk will keep the training records up-to-date.

6. EVALUATION AND REVIEW OF TRAINING

- i. The Clerk keeps a record of all training courses attended.
- ii. Councillors and the Clerk report back to full council meetings on the relevance and content of the training attended.

7. REVIEWING THIS POLICY

This policy is to be reviewed every year by full council.