



# CHERRY BURTON PARISH COUNCIL

## Training and Development Policy

### Document Details

	Date	By
Drafted	3 <sup>rd</sup> Nov 2021	Peter Wardale
Reviewed	27 <sup>th</sup> Oct 2021	Full Council
Adopted	9 <sup>th</sup> Nov 2021	Full Council
Revision due	9 <sup>th</sup> Nov 2024	

This document deals with the training and development of councillors.

### 1. Introduction

1.1. Cherry Burton Parish Council is committed to the training and development of its councillors and staff, in order to assist the Council in achieving its overall aims, key objectives and planned actions arising from the Council's Plan, as well as ensuring that the Council is kept up to date with all relevant 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. Cherry Burton Parish Council is committed to ensuring that it fulfils 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 opportunity 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. Training and Development

3.1. Cherry Burton Parish Council consists of 9 elected councillors and employs one part-time Parish Clerk/Responsible Financial Officer. In addition, volunteers from within the Cherry Burton community provide invaluable support for the Council's work. Training and development for each of these groups will be regularly reviewed.

#### 3.2. Councillors



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- Attendance at induction sessions explaining the role of councillors
- Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the council and other information deemed relevant
- Attendance at NALC's or ERNLLCA 'Off to a Flying Start' type training course for new Councillors
- Access to relevant courses provided by external bodies.
- Attendance at briefings, consultations and other general meetings for councillors in East Yorkshire.
- Circulation of documentation such as briefings and newsletters/magazines to all councillors

### 3.3. Clerk/Responsible Financial Officer

- Induction sessions explaining the role of the clerk
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- Attendance at a 'New Clerk's' training course or similar
- Gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (this is a condition of employment)
- Training relevant to the discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system - identified through regular Training Needs assessments.
- Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA), National Association of Local Councils (NALC).
- Subscription to relevant publications and advice services
- Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council
- Cherry Burton Parish Council Training & Development Policy
- Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes
- Regular feedback from the chairman of the Council in their performance

### 3.4. Volunteers on Parish Council Activities

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

### 3.5. Training Needs Identified

- To provide appropriate training, development and learning opportunities for all



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Councillors and staff identified through self-assessment in order to assist the Council in achieving its overall aims, key objectives and planned actions arising from the Council Plan, as well as ensuring that the Council is kept up to date with all relevant legislation.

- Training requirements for councillors will usually be identified by themselves, the chairman and the clerk, with opportunities to attend courses brought to the attention of the Parish Council.
- Annually, the Council will formally review the training needs of the councillors and the clerk at a meeting of the Parish 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 appraisals
- The clerk is expected to keep up to date with developments in the sector and to highlight to the Council any new training required

### 3.6. Resourcing Training

- Annually, an allocation will be made in the budget each year as required to enable reasonable training and development to take place.
- Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and East Riding and Northern Lincolnshire Local Councils Association (ERNLLCA) to enable the clerk and councillors to take advantage of their training courses and conferences.
- Purchases of relevant resources such as publications will be considered on an ongoing basis.

### 3.7. Evaluation & Review of Training

- All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content, and appropriateness.
- The clerk will maintain a record of training attended by themselves and councillors.

## Adopted

Date .....

Minute Reference .....

Signed..... Chairman

Review Date: .....