

# Deanshanger Parish Council

## Training & Development Policy



Deanshanger Parish Council  
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## **1. Introduction**

Deanshanger Parish Council is committed to ensuring its councillors and staffs are trained to the highest standard and are kept up to date with all new legislation.

To enable this to happen funds are allocated to a training budget each year for councillors and staff to attend relevant training course and conferences.

Prospective councillors and applicants for the post of clerk should be made aware of this policy and the expectations placed upon them, contained within it.

## **2. Policy Statement**

Deanshanger Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of Deanshanger in a professional manner.

To that end the council's intention is that the councillors, clerk and any other workers of the council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices.

The council will procure or provide such training and development opportunity as it deems necessary for the delivery of its work.

## **3. Training and Development Activity**

Deanshanger Parish Council consists of 13 councillors and employs a clerk on a part time basis. The following is the minimum requirements:

### **3.1 Councillors**

- A** attendance at the Northamptonshire County Association of Local Councils (Ncalc) "off to a flying start" training course;
- B** provision of a new councillor pack which includes copies of the standing orders, financial regulations, code of conduct and other information deemed relevant;
- C** Access to relevant courses provide by bodies such as Ncalc;
- D** expenses for attending training courses and conferences.

### **3.2 Clerk**

- A** attendance at the Ncalc “New Clerk” course;
- B** provision of all council policies, copies of standing orders, code of conduct, financial regulations and any other information deemed relevant;
- C** gain the certificate in Local Council Administration (CiLCA) with 2 years of appointment (this is a condition of employment);
- D** any other training relevant to the proficient discharge of their duties such as, IT, finance and understanding the planning system, identified through regular training needs assessments;
- E** subscription to relevant publications and advice services;
- F** provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the council;
- G** arranging mentoring opportunities with suitably qualified clerks from neighbouring parishes;
- H** regular feedback from the Chairman, Chairman of Finance & general purposes committee & Chairman of Highways & Planning committee regarding their performance.
- I** expenses for attending training courses and conferences.

## **4. Training Needs Identification**

4.1 Training requirements for councillors will usually be identified by themselves, the chairman or the clerk. Opportunities to attend course will be investigated by the clerk and brought to the attention of full council.

4.2 Training needs for the clerk will be identified through the recruitment process for new clerks, including the application form and interview, formal and informal discussions and annual staff appraisal.

The clerk is expected to keep up to date with developments in the sector and highlight to the council any training requirements.

## **5. Resourcing Training**

5.1 Annually, an allocation will be made in the budget as required to enable reasonable training and development.

5.2 Annually the council will consider an allocation in the budget for the payment of subscriptions to the Society of Local Clerks and Northamptonshire County Association of Local Councils to enable the clerk and councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

## **6. Evaluation and Review of Training**

6.1 All training undertaken will be subsequently evaluated by the council to gauge its relevance, content and appropriateness.

Any additional training needs highlighted as a result will be bought into the training identification process in section 4 above.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the council such as new equipment, complaints received or incidents which highlight training needs and requests from councillors or the clerk.

6.3 The clerk will maintain a record of training attended by the councillors and clerk.