



QUENIBOROUGH PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

1. Introduction

Queniborough Parish 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 Councillors and staff 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.

2. Policy Statement

Queniborough 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, 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 practises.

The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. 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 regarded as an integral part of the Council's business.

3. Training and Development Activity

Queniborough Parish Council consists of ten elected or co-opted Councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer, a Deputy Clerk and a Cemetery Clerk. In addition, volunteers from within Queniborough parish provide support for the parish's work. Training and development for each of the Councillors will be reviewed regularly but will contain, as a minimum requirement:

3.1 Councillors

- Attendance at induction sessions explaining the role of a councillor within six months of the date on which they are elected or co-opted.
- Provision of a Councillor Information Pack which includes copies of "The Good Councillor's Guide", Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This

pack is to be provided within seven days of the date on which they are elected or co-opted.

- Councillors with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role.
- The Chair of the Council (and of any sub-committee) shall receive Chairmanship skills training as soon as possible but within six months of the date on which they are elected as Chair.
- Attendance at relevant courses provided by external bodies, such as LRALC related to the Council's aims and objectives, as and when required and within three months of a training need being identified.

3.2 Clerk, Deputy Clerk and Cemetery Clerk

- Induction session explaining the role of the Council, Councillors, Clerk, Deputy Clerk and Cemetery Clerk
- Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- Attendance at a "Working With Your Council" Course or similar.
- Gaining the Certificate in Local Council Administration (CiLCA) (for the Clerk - within 24 months of appointment).
- Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by LRALC.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- Annual feedback from the Chairman of the Council in their performance.

The Council will meet the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

The Council will pay for pre-approved subscriptions to relevant publications and advice services, including the purchase of the approved handbook, Local Council Administration.

4. Training Needs Identification

- 4.1 Training requirements for Councillors will be ongoing but will usually be identified by the Councillors, the Chair and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.
- 4.2 Annually the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council.
- 4.3 Training needs for the Clerk will be identified initially through the recruitment process for new Clerks, including the application form and interview, and then through formal and informal discussions and annual staff appraisals.
- 4.4 The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. Resourcing for Training and Development

- 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 SLCC, NALC and LRALC 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 brought into the training identification process in section 4 above.
- 6.2 Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the Council. This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the Clerk, Councillors or volunteers.
- 6.3 The Clerk will maintain a record of training attended by the Councillors and staff.