



WILBARSTON PARISH COUNCIL

Training and Development Policy

Wilbarston Parish Council is committed to ensuring that all its councillors and staff are properly trained to enable the council to deliver services to the public in order to make Wilbarston a better place to live, work and visit. The council recognises that by promoting best practice through means of training and development, councillors and staff will be better equipped to undertake their duties in order to deliver these objectives.

As elected officials the council values the time given by its councillors to their community. This policy is aimed at maximising the rewards from that time, ensuring that its councillors understand and enjoy the role they undertake and are properly equipped for it.

As a corporate body with specific powers and duties under law it is essential that all councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation

Wilbarston Parish Council will: -

- Provide contracts of employment and job descriptions to its staff which will include details of the council's commitment to training
- Identify training needs for its staff by way of a staff appraisal once a year
- Identify training needs in relation to the council's objectives and specific needs of the individual via induction programmes, appraisals, one to ones, formal and informal discussion, questionnaires and any other means deemed appropriate. Any training & development opportunities to be investigated by the clerk and presented to the full council
- Evaluate the effectiveness of the training by means of appraisals, one to ones and formal and informal discussion
- Maintain a training record of any training & development activity undertaken
- Make its staff and councillors aware of any opportunities for continuous training and development
- Encourage its staff and councillors to consider and identify their own development needs in light of any specified skills for their posts and through supervision and discussion
- Have access to relevant learning materials and reference books at the parish council
- Encourage its staff and councillors to take responsibility to maintain and improve their knowledge and skills
- Set aside a realistic budget for training of its staff and councillors to meet the council's objectives

- Pay the annual subscription to the Northants County Association of Local Councils (NCALC) or successor organisation to enable the council to take advantage of the resources available including their training courses and conferences
- Pay the annual subscription to the Society of Local Council Clerks (SLCC) or successor organisation to enable its staff to take advantage of the resources available including their training courses and conferences
- Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and asked to sign if they have been sufficiently trained or confirm that they are competent to carry out the work they are offering to undertake; these forms must be in writing and kept on record

Clerk/Responsible Finance Officer Training: -

The role of clerk/responsible finance officer is key to the council acting lawfully and meeting its objectives. Therefore, it is essential that the clerk/responsible finance officer is fully trained and competent to be able to carry out the duties required of them

Training Needs	Frequency
The Clerk/RFO to receive a proper induction programme, both formal and informal prior to commencing their duties	Upon joining the Council
Introduction training on the website to enable the council to comply with the Transparency Code	Upon joining the Council
Health and Safety to include individual responsibilities for Lone Working	Annually
The Clerk/RFO will be, or work towards becoming, a qualified Council Clerk with a Certificate in Local Council Administration (CiLCA), as a minimum, and the council will provide appropriate training and support to enable this to be achieved	ASAP upon joining the Council
Audit and Financial Management Training	Upon joining the Council
Health and Safety Competent Person Training to ensure that the employee can write and review risk assessments	Upon joining the Council
Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and National Association of Local Councils	As required

Training on any new, relevant legislation or government guidelines	Ongoing
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Councillors Training: -

Training Needs	Frequency
<p>On induction all new councillors will receive an information pack provided by the clerk containing the following documents to allow councillors to undertake their duties upon election;</p> <ul style="list-style-type: none"> - The Good Councillors Guide - Standing Orders - The Parish Councils Code of Conduct Policy - Financial Regulations - Committee Terms of Reference - List of Parish Council Powers and Duties - Minutes of the latest Parish Council Meeting - Council member names and contacts - Training & Development Policy - Meetings Timetable 	Upon joining the Parish Council
All new councillors will be offered and encouraged to attend the "Off to a flying start" course provided by Northants CALC or an appropriate organisation	Upon joining the Parish Council
Finance committee/working party members should be given the option of local council finance related training, such as budgeting and setting the precept	As required
Councillors given the opportunity for training on topics such as the local planning system, data protection and freedom of information provided by Northants CALC or an appropriate organisation	As required
Health & Safety training including risk assessments and training on the use of equipment such as the parish defibrillator	As required
Training on any new, relevant legislation or government guidelines	Ongoing
Councillors will be encouraged to attend ongoing development training provided by Northants CALC or an appropriate organisation	Ongoing

Review History	Date (To be reviewed every two years)
Draft Policy	July 2016
Present to Full Council	10 th October 2016
Adopted by Full Council	10 th October 2016 - Resolution No: 16/84
Readopted by Full Council	10th September 2020 - Min Ref 20/527
Readopted by Full Council	10th June 2020 - Min Ref 21/100