



Training & Development Policy

Forward

Botus Fleming Parish Council consists of 8 Councillors and employs one part-time Parish Clerk & Responsible Financial Officer. Volunteers such as the Community Action Team (CAT) are a group of residents who provide invaluable support in helping out with Parish Council projects. A minimum training requirement may be required for from time to time relevant to the risk but will include an Assessment of skills, safe use of equipment and a briefing on Health & Safety pertinent to the scope of the work.

Policy Statement

Parish Councillors and the Clerk will be supported to undertake training and development This is seen as integral to achieving and maintaining a high standard of performance and the proper level of service delivery to the Community.

Training will ensure that the Council is kept up to date with new Legislation. It is essential that all Councillors and the Clerk are given equal opportunities to develop their knowledge of local government and the law relating to Parish Councils. Prospective candidates for either the Clerk or a Councillor should be made aware of this training & development policy.

An Induction programme will be provided by the Clerk and Chairman in order that all Councillors may get an understanding of the Parish Council's objectives and their role in the working of the Council.

A record of training undertaken by Councillors will be recorded by the Clerk.

The annual Appraisal process on performance and training needs is linked into this Policy.

Training needs identified and reported

Training requirements may well be identified by Councillors themselves, although the Clerk and Chairman investigate training opportunities and will recommend courses to attend. This information will be brought to full Council to discuss, as will the annual review of the Training & Development Policy in May.

All Councillors and staff who attend training courses should report at full Council on the training undertaken to enable an evaluation of the training taken place and to assess the course value.

Training must also be reviewed and evaluated relevant to changes in Legislation or in respect to incidents/accidents or complaints made to the Council. Other circumstances such as an alteration in service delivery or new working methods and practices will present the need for training.

Training requirements – Councillors

New and existing Councillors are expected to be familiar with Standing Orders, Financial Regulations and other key Policies such as Equality, Health and Safety guidance and the Code of Conduct. All these can be found on the Parish Council website www.botusfleming.org.uk

New Councillors:-

- Provision of a new Councillor information pack at Induction
- Attendance at the new Councillor seminar run by (CALC)
- Provision of The Good Councillors Guide (NALC)

Existing Councillors:-

- Specialist training according to their needs and roles in the Council such as Chairmanship, Planning, Committees.
- General training on Code of Conduct, and duties of a Councillor (CALC)
- Other courses or refresher training as appropriate

Training requirements – Clerk & Responsible Financial Officer

Training relevant to the discharge of the Parish Council duties including:-

- Legal powers, Finance & Planning Applications system
- Continuous Professional Development (CPD) points and gaining the Certificate of Local Council Administration (CiLCA)
- Attendance at (CALC), (SLCC) and smaller Councils seminars
- Attendance at Clerk's courses as appropriate

Corporate Training

To ensure that the Parish Clerk and Councillors are aware of their Legal responsibilities in respect to Health & Safety, Risk Management and Equal Opportunities, appropriate training will be given either 'in-house', or by attending training courses or workshops.

The Parish Council is, through subscription, a member of Cornwall Association Local Councils (CALC) and the Society of Local Council Clerks (SLCC). Both associations provide regular publications and offer training.

Financial resources

Annually, an appropriate budget sum will be made to fund reasonable:-

- Training and development course fees
- Subscription fees to professional bodies
- Expenses for attending training seminars

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Documents attached:- Training & Development Policy & Equal Opportunities