



PIRBRIGHT PARISH COUNCIL

TRAINING & DEVELOPMENT POLICY

INTRODUCTION

Pirbright 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 to ensure the Council is kept up to date with all new legislation. To support this, funds are allocated to training 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.

POLICY STATEMENT

Pirbright Parish Council is committed to ensuring that it continues to fulfil 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.

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.

TRAINING & DEVELOPMENT ACTIVITY

Pirbright Parish Council consists of 7 Councillors and employs one part-time Parish Clerk/Responsible Financial Officer. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:-

Councillors

- a) Attendance of induction sessions explaining the role of the Council, Councillors and the Clerk
- b) Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other relevant information



- c) Attendance of new Councillor training courses run by SALC and SLCC and any other relevant courses
- d) Circulation of documentation such as briefings and newsletters/magazines to all Councillors
- e) Expenses for attending briefings, consultation and other general meetings in the local area

Councillors will be encouraged to attend training to help them operate and develop as a Councillor at least annually.

Clerk/Responsible Financial Officer

- a) Attendance at induction sessions explaining the role of the Council, Councillors, Clerk and any other staff
- b) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c) Attendance at a 'New Clerk's' training course or similar
- d) Expenses for attending relevant courses
- e) Having been awarded or ready to work towards gaining the *Certificate of Local Council Administration (CiLCA)*
- f) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and an understanding of the planning system. These needs should be identified through regular training needs assessments
- g) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC) and the Surrey Association of Local Councils (SALC)
- h) Subscription to relevant publications and advice services
- i) Provision of the Local Council Administration handbook by Charles Arnold Baker and other relevant publications, which will remain the property of the Council
- j) Regular feedback from the Chairman of the Council in their performance

The Council will encourage the Clerk to gain the Certificate in Local Council Administration (CiLCA) and further qualifications and will encourage the Clerk to participate in local clerks' forums and events. The Council will endeavour to support the Clerk's professional development.



Volunteers on Parish Council Activities

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

TRAINING NEEDS IDENTIFIED

- a) To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, the Council's aims and objectives and changes in legislation
- b) Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council
- c) Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council
- d) 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
- e) The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required

BUDGEG FOR TRAINING

- a) Annually, an allocation will be made in the budget each year as required to enable reasonable training and development
- b) Annually, the Council will consider an allocation in the budget for the payment of a subscription to the SLCC and SALC to enable the Clerk and Councillors to take advantage of their training courses and conferences
- c) Purchases of relevant resources such as publications will be considered on an ongoing basis

EVALUATION & REVIEW OF TRAINING

- a) 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 stated in section 4 above

b) Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers

c) The Clerk will maintain a record of training attended by themselves and Councillors

This Policy was adopted by Pirbright Parish Council on 10th January 2023