

# **Selattyn and Gobowen Parish Council**

## **Training and Development policy**

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### **Introduction**

Selattyn and Gobowen Parish Council is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure that they can carry out their duties to the best of their abilities, and are up to date with all current legislation. The Council recognises that the most important resource is its staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development.

A training budget is allocated to enable attendance at any relevant training and conferences throughout the year.

### **Policy Statement**

The Clerk is responsible for either procuring, or occasionally providing, the necessary training to ensure that everyone is suitably equipped with the skills and knowledge needed to fulfil their duties to the Parish and residents.

### **Training and Development Activity**

All Councillors will be:

- issued with a link to a shared cloud-based folder which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, Council policies and any other information which is deemed relevant (hard copies available upon request);
- given an electronic or hardcopy edition of the Good Councillor Guide;
- emailed all updates and newsletters which the Clerk receives and deems relevant;
- encouraged to attend a training course on the roles and responsibilities of Councillors;
- circulated any other training course details which may enhance their position.

The Chairman and Vice Chairman are encouraged to attend the SALC Chairmanship Skills training course upon their election and acceptance to office.

The Clerk / RFO will be:

- provided with a contract of employment setting out clear objectives and expectations;
- receive an employment review annually from the Staff Management sub-committee;
- encouraged to attend all relevant SALC clerks' training courses;
- encouraged to gain ILCA (Introduction to Local Council Administration)(Level 2) and
- encouraged to gain CiLCA (Certificate in Local Council Administration)(Level 3);
- undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments;
- encouraged to attend relevant local meetings such as Clerks' forums and briefings;
- able to subscribe to relevant publications and advice services including the Society for Local Council Clerks (SLCC);
- provided with up to date copies of all relevant publications such as Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council;
- given regular feedback from the Staff Management sub-committee on their performance.

## **Training Needs Identification**

Training requirements for Councillors will usually be identified by themselves, the Chairman and the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, annual staff appraisal and changes in legislation.

The Clerk is expected to keep up-to-date with developments in the sector and highlight any training required to the Council.

## **Resourcing Training**

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. Budgets will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

## **Evaluation and review of training**

The Clerk will maintain an updated training record for all Councillors and the Clerk. Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training attended.

**Adopted: June 2022**

**Date next review: June 2024**