

Little Gaddesden Parish Council

TRAINING AND DEVELOPMENT POLICY

13th February, 2017 (review March 2019)

Purpose of this policy

To encourage both Employees (Clerk and Village Hall Manager) and Councillors to continue their professional development in their roles to maximise the effectiveness of the Parish Council.

Commitment to training

The Parish Council will provide support in a number of ways to both staff and Councillors whilst they are in post.

Pre-employment / Pre-election

The Parish Council will to the extent that it is possible make it clear to prospective candidates for employment or election/co-option that the Council will encourage further education relevant to their future roles.

Induction

When a new member of staff commences work for the Council he/she will be provided with handover notes and where possible will have a period of overlap or handover meeting(s) to ensure that there is a smooth transition between old and new employees. New employees will be expected to become quickly knowledgeable about the current issues and very familiar with the policies of the Council. A new Clerk will be expected to attend the basic Clerk training offered by HAPTC (Hertfordshire Association of Parish and Town Councils) paid for by the Parish Council.

New Councillors will be welcomed to attend an orientation meeting(s) with several of the existing Councillors to advise them of current issues and basic procedures prior to any formal Parish Meetings taking place. New Councillors will be expected to attend the training for new Councillors (two sessions) offered by HAPTC at the expense of the Parish Council.

The Clerk will ensure that every new Councillor receives an induction pack of the very latest policies and procedures and will provide support and explanation of the origin, purpose and operation of the policies as required.

Subsequent training and development

Apart from the immediate training need following commencement of the roles, the need for staff training may come through staff appraisals or staff requests and the need for Councillor training may come through informal discussions between Councillors or Councillor requests.

Training may also be required as a result of:-

- a) changes in legislation
- b) changes in systems
- c) new and revised qualifications launched
- d) accidents
- e) professional error/mistake
- f) complaints to the council
- g) a request from a member of staff
- h) new/upgraded equipment

Budgets

Every year the Parish Council will set the budget and will include a line item on Training and Subscriptions. For 2017/18 this is fixed at £1,000. Whilst the Council will encourage staff and Councillors to nominate themselves for training, the Council has a restricted budget and nominations for courses that are to be funded by the Council will need to be considered against the available funds for each year.

Training bodies

Preference will be given to competitively priced courses from organisations like HAPTC, the County Council and the Borough Council. Of course attending free seminars by appropriate bodies and use of free on-line educational tools would help preserve the training budget.

Type of training available

The Clerk will be encouraged to undertake training to obtain the Certificate in Local Council Administration (CiLCA). It may be appropriate for the Parish Council to

support the funding of such training but equally the Council may expect a matching financial commitment from the Clerk and/or an agreement to repay course fees if the Clerk does not stay in employment with the Council for a certain period of time. Such funding and period of continued employment to be agreed between the parties.

Vocational Training (skills for a particular role) such as Finance, Law or Planning will be encouraged for all but also matters such as Community Engagement, Web site development, Neighbourhood Planning, Project Management, Negotiation Skills, Presentational Skills, Managing Conflict, Stress in the Workplace, IT skills on Excel or Word may be equally necessary to help develop individuals and enable them to carry out their roles more effectively. It is important also that the Council is up to date with e.g. the Equality Act, Health and Safety legislation and other laws or guidance that affects the day to day operation of the Councils activities.

Responsibility for the Training and Development process

The Parish Council as a whole takes overall responsibility for developing and approving the process and budget but the day to day operation of the process is delegated to the Chairman and Vice Chairman who will approve or reject or postpone to a subsequent years' budget individual requests from Staff and Councillors.

Signed..........Dated.....*20th March 2017*.....