

# Laceby Parish Council



## Training and Development Policy

### **Introduction**

Laceby Parish Council is committed to the training and development of its Councillors and staff to assist the Council in achieving its aims, objectives and priorities. Laceby Parish Council believes this will ensure the Council and its staff maintain their knowledge and understanding of legislation and are able to provide an informed, effective and up-to-date service.

To support this, funds are allocated to a training budget annually to enable staff and Councillors to access training and development opportunities as deemed necessary and relevant to the delivery of its work and the knowledge it holds.

Laceby Parish Council will regularly evaluate the investment in training and development to improve future effectiveness.

### **Training and Development**

Laceby Parish Council consists of 10 elected Councillors and employs 3 part time staff. Training and development of these groups will be regularly reviewed, but will contain as a minimum requirement:

#### **Councillors**

- Provision of Councillor Handbook.
- Copies of the Standing Orders, Financial Regulations, Code of Conduct and all other policies of the Council as deemed relevant.
- Attendance at any relevant ERNLLCA training and development courses.
- Councillor induction training (ERNLLCA), and for the Chair, Chairmanship Training
- Specialist in-house training on an ad-hoc basis.

#### **Clerk / Responsible Finance Officer**

- Provision of the Staff Handbook
- Copies of the Standing Orders, Financial Regulations, Code of Conduct and all other policies of the Council.
- Attendance at any relevant ERNLLCA training and development courses.
- Clerk's induction training and any other relevant courses (ERNLLCA).
- Specialist in-house training on an ad-hoc basis.
- Assistance to gain the CiLCA (Certificate of Local Administration) within 24 months of appointment.
- Any other training and development relevant to the proficient discharge of their duties such as IT, Legal, Finance, Burial, etc.
- Attendance of relevant training courses of external bodies such as SLCC (Society of Local Council Clerks).
- Local Council Administration Handbook and any other publications relevant to the post, all of which will remain property of the Council.

- Mentoring opportunities from other Clerks.

### **Other Council Employees**

- Provision of the Staff Handbook
- Copies of policies relevant to the post.
- Attendance at any relevant ERNLLCA training and development courses.
- Specialist in-house training on an ad-hoc basis.
- Briefings on Health and Safety and the safe use of equipment provided by the Council.

### **Training Needs**

The Clerk will hold a training needs analysis in order to enable the Council to provide appropriate training, development and learning opportunities for all Councillors and staff.

The Training needs will be reviewed annually before the Council produces its budget for the following year. This will be completed annually during the Autumn in preparation for the budget meeting the following January.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the council any training needs that are identified.

The Clerk will source training to meet the needs of the Council.

Training needs for the Clerk and Parish Council employees will be through annual review.

### **Resources**

An allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for a subscription to the SLCC to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

### **Evaluation and Review of Training**

All training will be evaluated to ensure relevance, content and appropriateness.

Any additional training needs highlighted as a result will be brought into the training needs review each year.

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

### **Review of Policy**

This policy will be reviewed every 3 years or earlier as appropriate.