

# **Stanhoe Parish Council Training and Development Policy**

## **Introduction**

We are committed to ensuring our councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

## **The Benefits of Training and Development**

- Training improves the quality of the services and facilities that Stanhoe Parish Council provides.
- Training enables the Parish Council to achieve its aims and objectives.
- Training ensures processes and legislation are duly and accurately followed.
- Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim to be an encouraging, proactive, and rewarding organisation to be part of.

## **Policy Statement**

Stanhoe Parish Council's intention is to:

- support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council
- regularly review the needs of councillors and employees
- plan training and development opportunities and budget accordingly.

## **Training and development for councillors and employees**

Stanhoe Parish Council will ensure:

- New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them.

- attendance at ‘Being an Effective Councillor’ (usually held by the Norfolk Association of Local Councils) explaining the role of the council, councillors,
- access to relevant courses provided by bodies such as the Norfolk Association of Local Councils (NALC)
- expenses for attending briefings, consultations, and other general meetings for councillors in the local area; and the circulation of briefings, newsletters and magazines.

Councillors will be encouraged to attend training to help them operate and develop as a councillor by keeping them up to date with developments in policy and legislation at least annually.

### **Training and development for the Clerk/RFO**

Stanhoe Parish Council will ensure:

- attendance on Clerks Induction Course (usually held by NALC)
- provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant
- provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system
- expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils, and the Norfolk Association of Local Councils
- subscription to relevant publications, advice services and membership of relevant local council associations
- provision of other relevant publications, which will remain the property of the council

The council will encourage the Clerk to:

- gain the Certificate in Local Council Administration (CiLCA) and further qualifications.

The council will endeavour to support the Clerk's professional development, which include:

- financial assistance towards the cost of tuition • examinations and resource materials
- expenses for travel to and from training, as required
- permitted to use contractual hours to undergo training and claim additional hours if needed.

### **Review of training and development needs**

Training requirements for Councillors will usually be identified by themselves, the Chairman and 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/RFO will be identified from:

- induction and probationary periods
- appraisals
- annual strategic planning

### **Budget for training**

An allocation will be made in the budget each year as required based on a review of training and development needs. Purchases of relevant memberships, subscription, and resources such as publications will be considered on an ongoing basis.

### **Review and records**

The clerk will maintain a record of training that has been completed by Councillors and Clerk.

The policy will be reviewed as needs dictate.

Approved September 2024