

# Hockwold cum Wilton Parish Council

## Training and Development Policy – 06/04/22

### **1. Introduction**

Hockwold cum Wilton Parish Council is committed to ensuring its Councillors, staff and volunteers are trained to the highest standard and kept up to date with all current legislation and appropriate developments.

To support this, funds are allocated to a training budget each year. All Councillors, staff and volunteers should be made aware of the content of this policy and the expectations placed upon them contained within it.

### **2. Policy Statement**

Hockwold cum Wilton Parish Council will procure or provide such training and development opportunities as it deems necessary and relevant to the delivery of its work.

### **3. Training and Development Activity**

Hockwold cum Wilton Parish Council consists of elected Councillors and employs one part-time Parish Clerk. In addition, volunteers provide invaluable support for its work. The Council will provide an annual training needs analysis. Training needs will be reviewed when new staff and volunteers are appointed.

#### 3.1. For Councillors

- a. Attendance at induction sessions explaining the role of Councillors
- b. Provision of an Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Provision of *The Good Councillors Guide* book
- d. Awareness of the use of the Power of Well Being (ref. Local Government Act 2000)
- e. Access to relevant courses provided by bodies such as the *Norfolk Association of Local Councils* (NALC).
- f. Expenses for attending briefings, consultations and other general meetings. These events will be pre-agreed by the Council or Chair
- g. Circulation of documentation such as briefings and newsletters/magazines

#### 3.2 For the Clerk

- a. Induction session explaining the role of the Clerk
- b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c. Attendance at a "Working With Your Council" Course or similar.
- d. Gaining the *Certificate in Local Council Administration* (CiLCA) with a view to attaining Quality Parish Council status.
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.

- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by NALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of *Local Council Administration* by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council in their performance.

### 3.3 For Volunteers on Parish Council activities

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

## 4. **Training needs analysis**

4.1 Hockwold cum Wilton Parish Council has developed its own training needs analysis framework. This framework is based upon “*The Local Government Association – The Political Skills Framework – A Councillors Toolkit*”. (see appendices).

4.2 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.

4.3 Annually, the Parish Council will formally review the training needs of Councillors through its training needs framework.

### 3 Process of development



## **5. Resourcing Training**

5.1 An allocation will be made in the budget each year as required to enable reasonable training and development, as identified in the Training Needs Analysis.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, Institute of Local Council Management and Norfolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences

5.3 Purchases of relevant resources such as publications will be considered on an on-going basis.

5.4 The Parish Council may select one Councillor to undertake specific training in the role of 'a champion' in that subject. This 'champion' will then cascade their training knowledge to other Councillors.

## **6. Evaluation and review of training**

6.1 All training undertaken will be reviewed by the Council to gauge its relevance, content and appropriateness.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council.

6.3 The Clerk will maintain records of training attended by themselves, Councillors and volunteers and a list of training 'champions'.

## **7. Freedom of Information compliance**

In accordance with the Freedom of Information Act (2000), and Councils commitment to transparency in all its business, this policy will be posted upon the Parish Council's website.

### **Administration Criteria:**

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