



## Rayne Parish Council Training & Development Policy

### 1. INTRODUCTION

Rayne Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council Constitution, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

### 2. POLICY STATEMENT

2.2 Rayne Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other employees of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. All formal requests for training should be put to the Clerk.

2.3 It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

### 3. TRAINING & DEVELOPMENT ACTIVITY

Rayne Parish Council consists of 11 elected Councillors and employs one part-time Parish Clerk/ Responsible Financial Officer and two grounds persons. In addition, volunteers from within Rayne provide invaluable support for the parish's work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:-

#### 3.1 Councillors

- a) Attendance at induction sessions explaining the role of Councillors
- b) Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c) Attendance at training course for New Councillors provided by EALC
- d) Access to relevant courses provided by external bodies.

**Commented [1]:** Due to financial constraints we have never been able to claim expenses back

e) Circulation of documentation such as briefings and newsletters/magazines to all Councillors

### 3.2 Clerk/Responsible Financial Officer

- a) Induction sessions explaining the role of Clerk, mentoring by other local clerks is available
- b) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c) Attendance at a 'New Clerk's' training course or similar
- d) Gaining the Certificate of Local Council Administration (CILCA) within 24 months of appointment is preferable.
- 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 training courses and/or local meetings of external bodies and proactively networking across other councils and external bodies.
- g) Subscription to relevant bodies (e.g. Society of Local Council Clerks, publications and advice services).

**Commented [2]:** In an ideal world we would have this as a requirement. it has been hard to implement though. Recently with the Local Council Awards there is a need to have a CILCA qualification and the Clerk has agreed, with us giving her support to re-start the CILCA process. Although with Covid it has taken a back burner again.

### 3.4 Grounds persons

- a) Briefings and expectations on relevant health and safety matters and the scope of their work prior to employment
- b) Assessment of their skill, knowledge and capacity to complete the tasks required (Part of interview process)
- c) Training on the safe use of any equipment provided by the Council
- d) Training for grounds persons will not be beyond that which is necessary for their role.
- e) The council aims to maintain at least one person with pesticide application proficiency to the latest legal requirement

### 3.3 Volunteers on Parish Council Activities

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

## 4. TRAINING NEEDS IDENTIFIED

4.1 To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self assessment, the Council's aims and objectives and changes in legislation

4.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council. Training bulletins are provided regularly by EALC and circulated to councillors who are encouraged to attend courses to improve their knowledge of parish council processes

4.3 Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council

4.4 Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals

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

4.6 Training needs of the clerk and that of the Grounds persons will be identified during the appraisal process.

## 5. RESOURCING TRAINING

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

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

## 6. EVALUATION & REVIEW OF TRAINING

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

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

This Policy was adopted by Rayne Parish Council on 1<sup>st</sup> Feb 2021

***Date effective from: 1<sup>st</sup> February 2021***

***Last review date: June 2024***

***Next review date: June 2025***