



Uffington Parish Council

Training and Development Policy

Introduction

Uffington Parish Council is committed to providing resources and funding for the appropriate training and development of all councillors and staff where it can be clearly demonstrated that such provision will:

- i) ensure that they are fully aware of the duties and responsibilities of their council roles;
- ii) enable them to contribute effectively to the council's objective of providing high quality representation and service to the parish community.

Resources available to all

Uffington Parish Council will budget annually to provide the following resources and materials for councillors and staff:

- Membership of Shropshire Association of Local Councils (SALC) to provide support and guidance.
- Membership of the Society of Local Council Clerks (SLCC), providing information and updates, particularly of relevance to the Clerk/RFO.
- An up-to-date copy of "Local Council Administration" by Charles Arnold Baker and "Local Councils Explained" by Meera Tharmarajah. These to be kept by the Clerk, available for reference to all as required, and to remain the property of Uffington Parish Council.
- A specific budget for known training required in the next financial year.
- A suitable general budget to cover potential costs arising from new legislation, new services, new equipment, complaints received or incidents which identify training needs, unanticipated new councillor training (e.g. arising out of the need to fill a casual vacancy) and other ad hoc training and development costs.

Training and development of councillors

New councillors will be:

- i) emailed an induction pack containing a copy of
 - The Code of Conduct
 - Standing Orders
 - Financial Regulations
 - Health and Safety Policy
 - Equality Policy
 - Other policies and procedural documents and other relevant information as appropriate
 - The timetable of meetings for the current year
 - "The Good Councillor's Guide"
- ii) directed to the Parish Council website to read through recent agendas, meeting papers and minutes.

- iii) allocated an established councillor “mentor” to encourage the new councillor, provide information and to answer any questions he/she might have.
- iv) encouraged to attend SALC’s “New Councillor” training course as soon as possible after taking up office.

All Councillors will be:

- i) kept up to date with changes in relevant legislation and other sector developments by the Clerk.
- ii) required to pro-actively consider any gaps in their own training and knowledge, flagging these up to the Chairman and the Clerk so that suitable courses, mentoring, reading material etc can be found to equip them with the core skills and knowledge to be fully effective.
- iii) advised by the Clerk as and when any training opportunities arise that may improve a councillor’s knowledge and enhance his/her ability to fulfil the duties of the role.

Training and development of the Clerk/RFO

A new Clerk/RFO will:

- i) have initial training needs identified by the interview panel through the recruitment process, (the application form and interview) and a suitable induction training programme will be agreed.
- ii) be provided with a contract of employment setting out clear objectives and expectations.
- iii) be required to attend relevant SALC training courses including the “New Clerks” course and “What to do When” course.
- iv) be required to enrol for the CilCA qualification within one year of commencement and attend SALC CilCA training.
- v) be offered mentoring to be provided by another suitably qualified and experienced neighbouring Parish Clerk, or the internal auditor or some other suitable person.
- vi) be mentored as required within the Parish Council by a nominated experienced councillor during the six-month induction period (and beyond if required).

After the induction period the Clerk/RFO will:

- i) undertake appropriate reading and research to stay abreast of developments in the sector and proactively advise the Parish Council of any training and/or resources he/she requires to best fulfil the role of Clerk/RFO.
- ii) have an annual performance appraisal at which training needs can be mutually identified and agreed and timetabled.

Training and development of volunteers and others

Any person working on behalf of Uffington Parish Council in a volunteer or sub-contract capacity will be assessed prior to commencement of the activity and:

- i) their skill, knowledge and capacity to complete their allocated tasks assessed.
- ii) briefed on health and safety issues, on relevant matters and on the specific scope of their work.
- iii) instructed on the safe use of any equipment to be used.

Evaluation and feedback

- The Clerk will maintain an up-to-date training record for councillors and her/himself.
- Post training course feedback will be submitted by trainees to the Clerk/Chairman on the relevance and effectiveness of any training undertaken and any specific valuable learning points that could be of use to other Uffington Parish Council members.

Review dates

- To be reviewed every 4 years following each local council election.
- To be reviewed prior to a new Clerk/RFO taking up office.