

Lawford Parish Council



Training and Development Policy for Councillors and Volunteers

Introduction

Lawford Parish Council is committed to ensuring its 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 should be made aware of the content of this policy and the expectations placed upon them.

Policy Statement

Lawford Parish Council is committed to fulfilling its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with 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.

Training and Development Activity

The Parish Council consists of fifteen elected councillors and employs one part-time Clerk. On occasion volunteers provide invaluable support to the Council. Training and development for each of these groups will be regularly reviewed.

1. Training and Development for Councillors

- a) Councillors will be provided with a copy of **'The good councillor's guide'**.
- b) Councillors will be provided with a **Councillor Information Pack (CIF)** containing copies of the Code of Conduct, Standing Orders, Financial Regulations, Expenses Policy, Rules of Procedure, Bye Laws, Complaints Policy, IT Policy, Photograph Policy, Emergency Plan, Press and Media Policy and Grant Funding Policy, The CIF will be updated when policies are added or updated.
- c) There is an expectation that councillors will attend;
 - i. An induction course explaining the role of councillors.
 - ii. Councillor Training (2 day course).
- d) Access to other relevant courses provided by bodies such as the Essex Association of Local Councils (EALC) including Advanced Councillor Training (2 day course).

2. Training for volunteers carrying out 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.
- 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.

3. Identifying Training needs following induction courses

- a) Training requirements for Councillors will usually be identified by themselves, or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Personnel Committee and their decision taken to full council.
- b) Annually, the Council will formally review the training needs of Councillors at a meeting of the Personnel Committee and their decisions taken to full Council.

4. Resourcing Training

- a) An allocation will be made in the budget each year to enable reasonable training and development.

5. Evaluation and review of training

- a) All training undertaken will subsequently be evaluated by the Personnel Committee and Council for its benefit and to gauge its relevance, content and appropriateness.
- b) Training will be reviewed in the light of
 - i. Changes to legislation relevant to the Council;
 - ii. New qualifications;
 - iii. New equipment;
 - iv. Complaints received or incidents which highlight training needs
 - v. Requests from Councillors or volunteers.
- c) The Clerk will maintain a record of training attended by *themselves* and Councillors.

Note: Training needs for the Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Adopted at meeting of 15/01/2018 minute ref: 107/1718 e) ii)

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