

**Kings Walden
Parish Council**



TRAINING & DEVELOPMENT POLICY

**Adopted: April 2022
Review Date: April 2025**



1. Introduction

- Kings Walden Parish Council (KWPC) are committed to ensuring our Councillors and Staff are trained to the highest standard and kept up to date with all new legislation.
- Full training and support is necessary for staff, councillors and volunteers to reach their full potential in their role. This in turn will enable the local community to receive the maximum benefit from KWPC.
- KWPC is committed to ensure that it continues to fulfil its duties and responsibilities to parish residents in a professional manner.
- 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.

2. Policy Statement

Kings Walden 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.

3. Training and Development Activity

- Kings Walden Parish Council consists of eight elected Councillors and employs one part-time Parish Clerk and two part-time Youth Workers.
- In addition, volunteers from within the parish provide invaluable support for its work.
- Training and development for each of these groups will be regularly reviewed and will contain as a minimum requirement:

For Councillors

- a. Attendance at induction sessions explaining the role of the Council, Councillors and the Clerk.
- b. A walk around the Parish with the clerk and Chairman.
- c. Provision of a KWPC Councillor Information Handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- d. Access to relevant courses provided by bodies such as the Hertfordshire Association



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of Parish & Town Councils (HAPTC).

- e. Expenses for attending agreed briefings, consultations and other general meetings for Councillors in Hertfordshire.
- f. Circulation of documentation such as briefings and newsletters/magazines.

For the Clerk

- a. Induction session explaining the role of the Council, Councillors and Clerk
- b. A walk around the Parish with the Chairman
- c. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council, health and safety and other information deemed relevant.
- d. Attendance at a HAPTC New Clerk Induction Course or similar.
- e. Gaining the Certificate in Local Council Administration (CiLCA) (for the Clerk - within 12 months of appointment - this is a condition of employment).
- f. 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.
- g. The council will endeavour to support the Clerk's professional development, which might include:
 - a financial assistance towards the cost of tuition, examinations and resource materials;
 - allocated study leave;
 - time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council or, as appropriate, staffing committee.

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

For Youth Workers

- a. Induction session explaining the role of the Council, Councillors and Clerk
- b. A walk around the Youth Club, Play Areas and Recreation Ground



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- c. Provision of copies of the policies of the Council, Health and Safety, Safeguarding and other information deemed relevant.
- d. DBS Check to be organised if one is not already in place, paid for by KWPC.
- e. Any other training relevant to the proficient discharge of their duties.
- f. The council will endeavour to support the Youth Worker's professional development including organising relevant training. Such support is entirely at the discretion of the council or, as appropriate, staffing committee.
- g. Regular feedback from the Clerk of the Council in their performance.

For Volunteers on Parish Council activities

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

4. Identification of training 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.
- Annually, the Council will formally review the training needs of Councillors and the Clerk and Deputy Clerk at a meeting of the Parish Council.
- 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. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

5. Sourcing Training

- An allocation will be made in the budget each year to enable appropriate training and development.
- The Council will consider an allocation in the annual budget for the payment of a subscription to the Society of Local Council Clerks and Hertfordshire Association of Parish & Town Councils (HAPTC) to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- Purchases of relevant resources such as publications will be considered on an ongoing



basis.

6. Evaluation of training

- All training undertaken will be subsequently evaluated by the Clerk to ascertain its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.
- Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk, or volunteers.
- The Clerk will maintain a record of training attended by staff, Councillors and volunteers.