



POLICY	TRAINING AND DEVELOPMENT
VERSION	1.1
LAST REVIEWED	16 May 2023

## 1 Policy statement

Bradwell Parish Council is committed to ensuring its councillors and staff are trained to the highest standard and kept up to date with all relevant legislation. Council will endeavour to ensure that Councillors, the Clerk and any other Council workers are suitably equipped with the knowledge and skills to carry out their roles and maintain safe, effective working practices.

Funds will be allocated each year to a training budget to allow councillors and staff to attend relevant training courses and conferences. The Council will procure or provide such training and development opportunities as it deems necessary for the conduct of its work

Prospective councillors and applicants for posts will be made aware of this policy and the expectations placed upon them.

## 2. Training and Development Activity

### 2.1 Councillors

- 2.1.1 Attendance at the Derbyshire Association of Local Councils (DALC) 'Councillor Essentials' training course
- 2.1.2 Provision of a new councillor pack which includes access to standing orders, policies, terms of reference, financial regulations, code of conduct and other information deemed relevant
- 2.1.3 Access to relevant courses provided by bodies such as DALC
- 2.1.4 Expenses for attending training courses and conferences.

### 2.2 Clerk

- 2.2.1 Attendance at the DALC 'Clerk Essentials' course
- 2.2.2 Provision of all council policies, copies of standing orders, code of conduct, financial regulations and any other information deemed relevant
- 2.2.3 Support to gain the certificate in Local Council Administration (CiLCA)
- 2.2.4 Any other relevant training such as, IT, finance and understanding the planning system
- 2.2.5 Subscription to relevant publications and advice services
- 2.2.6 Provision of any relevant publications, which will remain Council property
- 2.2.7 Arranging mentoring opportunities with suitably qualified neighbouring clerks
- 2.2.8 Regular performance feedback from the Chair and committee chairmen
- 2.2.9 Expenses for attending training courses and conferences.

### **3 Training needs identification**

- 3.1 Training requirements for councillors will usually be identified by the councillors themselves, the Council Chair or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of full council.
- 3.2 Training needs for the clerk will be identified through the recruitment process, including the application form and interview, formal and informal discussions and annual staff appraisal.
- 3.3 The Clerk is required to keep up to date with developments in the sector and highlight to the Council any training requirements.

### **4 Resourcing training**

An allocation will be made in the budget annually to enable fulfilment of this policy.

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

- 5.1 All training undertaken will subsequently be evaluated by the participant and Council to review its content and gauge its relevance, and appropriateness. Any additional training needs subsequently identified will be brought into the training identification process in section 3 above.
- 5.2 Training will be reviewed in the light of changes to legislation, quality systems, new equipment, complaints received or incidents which highlight training needs.
- 5.3 The Clerk will maintain a training attendance record for Councillors and Clerk.