



## **Gamlingay Parish Council**

### **Training Policy**

1.

#### **INTRODUCTION**

Gamlingay Parish Council is committed to the training and development of its Councillors and staff, to assist the Council in achieving its aims and objectives 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 the expectations placed upon them.

2.

#### **POLICY STATEMENT**

Gamlingay 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 workers 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.

3.

#### **TRAINING & DEVELOPMENT ACTIVITY**

Gamlingay Parish Council consists of 15 elected Councillors and employs the following part time staff - 2 Parish Clerks/Responsible Financial Officer (job share), a part time Library Manager, grounds man and cleaner. In addition, volunteers work for the Council from time to time. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

3.1

##### **Councillors**

As per Standing Order 7b. all councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office. All new councillors to undertake general training within 6 months and specific training before joining Finance and/or Planning Committees. This Standing Order may be suspended at any time to ensure all committees have sufficient members to be quorate. If this is done, councillors must attend relevant training as soon as practicable after joining a committee.

Pack of Councillor Information including copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant

Access to relevant courses provided by external bodies such as LCPAS and CAPALC. Gamlingay Parish Council will pay for all training courses

Mileage expenses for attending training

Circulation of documentation such as briefings and newsletters/magazines

3.2

##### **Clerk/Responsible Financial Officer**

New Clerk's training course or similar

Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant

Gaining the Certificate of Local Council Administration (CiLCA)

within 24 months of appointment (this is a condition of employment)



Any other training relevant to the proficient discharge of their duties identified through regular training needs assessments

Attendance at relevant training courses and/or local meetings of external bodies such as SLCC, LCPAS, CAPALC, County and District Councils.

Subscription to relevant publications and advice services

Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council

Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes

Regular feedback from the Staffing Committee/Chairman of the Council in their performance

Expenses for attending briefings, consultations, training and any other general meetings

### 3.3

Volunteers on Parish Council Activities

Briefings on relevant health and safety matters and the scope of their work prior to starting

Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments

Briefing on the safe use of any equipment provided by the Council

## 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

#### 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

## 5.

### RESOURCING TRAINING

#### 5.1

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

#### 5.2

Annually, the Council will make allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and CPALC or LCPAS or similar to enable the Clerk and Councillors to take advantage of their training courses and conferences.

#### 5.3

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 all.

Adopted 9.10.18