**TERRINGTON ST CLEMENT PARISH COUNCIL – TRAINING POLICY**

**Terrington St Clement Parish Council endorse training for all members of the parish council and the parish council employees.**

**Introduction**

**Terrington St Clement 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 contained within it.**

**2 Policy Statement**

**Terrington St Clement 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 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 and Development Activity**

**Terrington St Clement Parish Council** consists of sixteen elected Councillors and employs one part-time Parish Clerk, one part-time Pavilion Manager and one part-time Grounds Maintenance Operative.

**3.1 For Councillors**

a. Attendance at induction sessions explaining the role of Councillors

b. Provision of a TSCPC Councillor Information Handbook containing copies of the Standing

orders, Financial Regulations, Code of Conduct, policies of the Council and other

information deemed relevant

c. Access to relevant courses provided by bodies such as the Norfolk *Association of Local*

*Councils* (NorfolkALC).

e. Expenses for attending briefings, consultations and other general meetings for Councillors

in Norfolk

f. Circulation of documentation such as briefings and newsletters/magazines

**3.2 For the Clerk**

a. Induction session explaining the role of the Clerk

b. Provision of copies of the Standing orders, Financial Regulations, Code of Conduct,

policies of the Council and other information deemed relevant.

c. Access to any relevant accredited courses relating to their position as a member of the council and

Local Government and subject to Paragraph 7 of the Terrington St Clement Training Policy.

Finance and understanding the planning system, identified through regular training needs

assessments.

f. Attendance at relevant local meetings of bodies such as the Society of Local Council

Clerks (SLCC) and briefings by NorfolkALC.

g. Subscription to relevant publications and advice services.

h. Provision of *Local Council Administration* by Charles Arnold Baker and other relevant

publications, which will remain the property of the Council.

i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring

parishes.

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**3.3 For Parish Council Employees**

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 tasks required.

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

d. Training for employees will not be beyond that which is necessary for their role.

**4. Training needs identification**

4.1 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.

4.2 Annually, the Council will formally review the training needs of Councillors and the Clerk

at a meeting of the Parish Council.

4.3 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 appraisal. 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 each year as required to enable

reasonable training and development.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a

subscription to the Society of Local Council Clerks and Norfolk Association of Local

Councils 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 and 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 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

employees.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.

**This Policy was adopted by Terrington St Clement Parish Council on 15 July 2015**