



BARTON-LE-CLAY PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

Barton-le-Clay Parish Council (the 'Council') is committed to ensuring its Staff and Councillors are suitably trained. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community engagement.

The Council values the time given by its Councillors to their community. Training is aimed to maximise the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

Training & Development

The Council carries out the following:

- Sets a budget for training on an annual basis.
- Reviews the training & development needs of Staff & Councillors.
- Provides development in line with the Councils objectives.
- Maintains a Training Record in the Parish Office, giving details of all development activity undertaken by Staff and Councillors.
- Undertakes evaluation to measure the impact and effectiveness of all training completed.

Training Identification Process

The Council will identify training needs in line with the objectives of the Council and the requirements of the individual.

Councillors

- a) New Councillors are briefed on their role by the Chairman and Clerk once elected. The Council ensures that they receive adequate training at the earliest opportunity in their term of office and ideally within three months of taking up their role or as soon as reasonably possible. New Councillors are requested to attend the 'New Councillor Training' workshop at BATPC.
- b) The Clerk advises on training course opportunities at Council meetings and the Chairman encourages Councillors to declare an interest to attend.

- c) Councillors on advisory committees can request specialist training to develop their skills.(e.g. planning, finance, burials, allotments, playgrounds)
- d) New legislation training is provided as and when required.
- e) Relevant Publications are shared with Councillors on a regular basis.

Staff

- a) New Staff receive Induction training during the first few weeks in post and are supplied with a copy of the Staff Handbook and Employee Safety Handbook.
- b) The Clerk is expected to hold a CiLCA/equivalent qualification or be willing to work towards it. The Clerk is expected to be a member of the Society of Local Council Clerks (SLCC).
- c) Job-specific training is offered to Staff to ensure the Council remains legally compliant and the Staff are well equipped to perform the roles that are necessary for their positions.
- d) Staff training needs will be identified through the annual appraisals and ongoing informal discussions throughout the year. Development is discussed to enhance the service provided by the council and build capacity.
- e) Staff are encouraged to attend briefings or ad-hoc training which meet the Councils aims to enhance their performance and widen their skills and experience.
- f) Additional training may be required to update on new legislation and ensure legal compliance.

Training Resources

A budget is set annually for Councillors/Staff training which adequately covers the costs for courses, online webinars, travel expenses and professional membership.

Training is carried out by the following providers:

- Society of Local Council Clerks (SLCC)
- Town & Parish Conferences (run by Central Beds Council)
- Bedfordshire Association of Parish & Town Councils (BATPC)
- Local Council Public Advisory Service (LCPAS)
- Institute of Cemetery & Crematorium Management (ICCM)
- HM Revenue & Customs (webinars)
- St John's Ambulance (First Aid)
- Peninsula Health & Safety Consultant

The Parish Council maintains a library of current publications of books offering advice concerning all aspects of local government. They also subscribe to the following Journals:

- Clerks & Councils Direct magazine

- Membership to the Society of Local Council Clerks (SLCC), including receipt of monthly publication 'The Clerk'
- Membership of Bedfordshire Association of Town & Parish Councils (BATPC), including receipt of regular newsletter 'The Bedfordshire Bugle'.
- Membership of National Association of Local Councils, including regular online publications
- Membership of Institute of Cemetery & Crematorium Management, including regular magazine
- Membership to the National Allotment Society, including regular magazine
- Membership of Campaign to Protect Rural England, Bedfordshire, including regular online publications and magazines
- Subscribe to Rural Services Network, including regular online publications.

Networking is considered an effective means of information gathering and, where possible, the Council aim to link in with training events being held by other local councils.

Review Process.

This Policy will be reviewed by the Pay & Personnel Sub-Committee bi-annually before being submitted to the Council for adoption.