



St Dennis Parish Council Training Policy

Introduction

St Dennis Parish Council is committed to ensure that its employees and councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities and are up to date with all current legislations. To ensure this is possible a training budget is allocated to enable them to attend any relevant training and conferences throughout the year.

Policy Statement

The Clerk is responsible for identifying training needs of both the councillors and the other employees, either procuring or providing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Training and Development Activity

All Councillors

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- All new councillors will be expected to attend in-house induction training provided by the Clerk.
- All new councillors will be expected to attend code of conduct training within the first six months of taking office.
- All councillors will be encouraged to attend on-going development training provided by Cornwall association of Local Councils or an appropriate organisation, especially if specific to the role a councillor undertakes. This will be addressed through circulation of available courses and from ascertaining from members which courses they would like to attend.
- Circulated any other training course details which may enhance their position. All Councillors are also encouraged to attend the Cornwall Association of Local Councils Chairman Training upon their acceptance of office.

The Clerk & RFO and Administrator

- Encouraged to attend all relevant Cornwall ALC clerks training courses
- Provided with a contract of employment setting out clear objectives and expectations
- Encouraged to gain the Certificate in Local Council Administration (CiLCA)
- To attend any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.

- Attendance of relevant local meetings such as Clerks forums and briefings
- Subscriptions to relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- To receive regular feedback from the Chair of the council on their performance.

Other employees and volunteers

- Encouraged to undertake all relevant training relevant to their roles.
- Encouraged to gain certification for the use of all tools and equipment used in line with their duties.
- To attend site specific training relevant to expected duties.
- In conjunction with the clerk to identify training that will enhance service delivery.
- To receive regular feedback from the clerk on their performance.

Training needs identification

Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Other opportunities to review and identify training requirements, for both Councillors, staff, and volunteers may include, but are not limited to:

- Complaints
- Accidents incidents or near misses.
- Changes in legislation.
- Process changes and system implementation.
- Observation and / or soft skills development.
- Changes in responsibilities
- New services being introduced.

Training needs for the Clerk will be identified through 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.

Resourcing Training

Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation and review of training

The Clerk will maintain an updated training record for all Councillors and the Clerk. Following attending any training the person who attended will report back to the Clerk & Chair on the relevance and effectiveness of the training supplied.

Adopted by St Dennis Parish Council

Date: 7th May 2024

Minute Ref: 50/24