

Training & Development Policy

1. Statement of Intent

- 1.1. Stradbroke Parish Council is committed to successful delivery, care and risk management of its services and facilities. Essential to this is the performance of its staff in their duties; alongside sound decisions, policies and oversight by councillors.
- 1.2. All councillors and staff will have access to the development support and training reasonably needed to help them to contribute to achieving the objectives of the Council.
- 1.3. The Parish Council encourages both councillors and staff to enhance their knowledge and qualifications through training and development so as to enable them to make the most effective contribution to the Council's aims in serving the Stradbroke community.

2. Training & Development

- 2.1. The support provided for councillors to assist them with their contribution to the corporate decisions will include ongoing in-house support from the Clerk, including provision of emailed information, associated papers with agendas and internal briefings. Councillors will have opportunities to inform each other at meetings and councillors with special interests/portfolios and partner organisations will provide briefings when appropriate.
- 2.2. All new councillors and staff will be offered relevant induction and core councillor/Clerk training on their roles, responsibilities and powers. They will be expected to attend relevant training on matters which are important to their role and the council's risk management. Where relevant, staff will attend specialist courses. Councillors and staff will be given training where there is a significant change in legislation or policy giving rise to a development need.
- 2.3. All councillors and staff will be expected to provide feedback on any training to help the Council with the assessment of its value for money and to assess whether it should be used in future.
- 2.4. The Clerk must have the Certificate in Local Council Administration (CiLCA) (or a relevant equivalent qualification). Any new Clerk must hold the CiLCA or obtain it within 12 months of taking up the position. This is to:
 - Help demonstrate their understanding of relevant law and procedure.
 - Ensure the council can remain eligible as a General Power of Competence Council.
 - Ensure the council reaches benchmark standards in the Local Council Award Scheme (or any successor Award).

3. The Wider Community

- 3.1. The council is committed to its decisions taking account of the views and needs of the community and as such will take reasonable steps to ensure that it is sufficiently informed.
- 3.2. The Council will work with other councils in its area and, as appropriate, further afield and with partner organisations to gather information, share ideas and access joint training where this could assist with the development of councillors and staff and the successful and/or efficient delivery of its objectives.

4. The Council's Commitments

- 4.1. The Chairman of the Personnel Committee, on behalf of the Council, will be responsible for monitoring and meeting the training needs of staff. The training and development requirements of staff will be identified through the annual appraisal process.
- 4.2. The council commits to the following:
 - All new councillors and staff will be provided with induction information and support, and relevant training.
 - On an ongoing basis, the training needs of councillors and staff will be identified and considered, particularly when there are new legislative or policy changes which affect the work of the council.
 - The council's budget will include an appropriate provision for staff and councillor inductions and appropriate training, travel expenses to approved training, important reference books to support the council's administration and service delivery and the council's interests. The council will also consider budgeting for an association specifically supporting the Clerk's development (eg the Society of Local Council Clerks).
 - Records of all training and formal development undertaken by councillors and staff will be maintained.

This policy will be reviewed annually by the Clerk and the Personnel Committee; and will be presented to the full council for approval.