



# EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

## Training & Development Policy

### Introduction

East Donyland Parish Council is committed to ensuring that its Clerks and councillors are provided with the training they require to enable them to 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 staff and 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

- Provided with induction training by the Clerk upon their acceptance of office, and given copies of important information, including the council's Standing Orders, Financial Regulations, Code of Conduct, and other policies and information deemed relevant.
- Given a copy of the Good Councillor guide.
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- Encouraged to attend EALC new members training session.
- Circulated any other training course details which may enhance their position.
- The Chairman and Vice Chairman are also encouraged to attend the EALC new Chairman course upon their acceptance of office.

#### The Clerks & RFO

- Encouraged to attend all relevant EALC clerks training courses including New Clerks course.
- Provided with a contract of employment setting out clear objectives and expectations.
- Receive a staff progress review annually from the council.
- Encouraged to gain the Certificate in Local Council Administration (CILCA).
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance, planning, cemetery management etc.
- 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 council.
- Receives regular feedback from the Chairman of the council on their performance.

### Training needs identification

- Training requirements for councillors will usually be identified by themselves, the Finance & Personnel Committee and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of all councillors.
- Training needs for the Clerks will be identified through the recruitment, formal and informal discussions and annual staff progress reviews. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.



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## **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 staff.
- Following any training the person who attended will report back to the Clerk and Finance & Personnel Committee on the relevance and effectiveness of the training supplied.