

# Hinton Blewett Parish Council

## TRAINING POLICY AND STATEMENT OF INTENT FOR COUNCILLORS AND THE CLERK

### 1. **Objective**

The Parish Council consists of seven elected Councillors and employs a part time Clerk. One way we can be successful in delivering services to the public is to be properly trained to do our jobs. The Parish Council supports its Councillors and Employees through its Training Programmes.

### 2. **How do we identify training needs?**

Through:

- Training Programmes specific to the roles of Councillor and Clerk (see below).
- Identifying further personal training needs of the Clerk through the Staff Appraisal system. A record of training is kept.
- Identification of Councillor and Employee Induction needs.
- Assessment of Training needs of Committee members (see below).
- Regular review of new Government legislation and guidelines which will require training to meet changes.

### 3. **How is training funded?**

The Parish Council budgets specifically for training costs in its annual budgets. Membership of SLCC and NALC also elicit reduced costs for training.

### 4. **Our involvement in the Training Statement of Intent**

Our continued learning and development helps us to be an effective organisation. It is up to each one of us to think about what skills we need to do the job and make them known. In addition, there will be essential training needed for some roles, as set out in the Training Programme, and continuing professional development where appropriate.

### 5. **What we can expect from the Training Programmes**

- To receive an Employee or Councillor induction to the post
- (for the Clerk) To have an identified and accessible Line Manager/Supervisor (the Chair and Vice-Chair)
- To receive regular supervision where appropriate
- To be made aware of appropriate training and developmental opportunities
- To be encouraged to consider and identify our own developmental needs in the light of any specified skills for our posts and through supervision and discussions
- (for the Clerk) To discuss our Personal Development during the Annual Staff Appraisal with our Line Manager/ Supervisor.
- To have a record any development/training undertaken.
- To have access to relevant learning materials and reference books at the Parish Council.
- To take responsibility ourselves to maintain and improve our knowledge and skills.

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## Training Programme for Clerk

<b>Training Needs</b>	<b>Frequency</b>
Induction training to highlight any further training needs.	Upon joining the Council
Training by ALCA for new Clerks	As soon as possible upon joining the Council
Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and National Association of Local Councils.	As required. 12 CPD points to be obtained per year. Record to be kept.
In house training on editing the website	Upon joining the Council
Training on Finance software	Upon joining the Council
Training on HMRC payroll software	Upon joining the Council
Finance training offered by RBS Software	As appropriate
Staff Appraisals to highlight any further personal development training	Annually in May

## Training Programme for Councillors

<b>Training Needs</b>	<b>Frequency</b>
Induction pack and invitation to highlight any further training interests / needs.	Upon joining the Parish Council
Being a Good Councillor training by ALCA	As soon as possible upon joining the Council
Issue-specific training such as Understanding the Planning System	As and when available and appropriate
Training on any new, relevant legislation or government guidelines	As required and available

<b>Adopted by Parish Council</b>	28 <sup>th</sup> September 2016
<b>Reviewed</b>	26 <sup>th</sup> September 2017
<b>Date of new review</b>	September 2018