



Chalfont St Giles Parish Council

Parish Council Offices, Gravel Hill, Chalfonts St Peter, SL9 9QX

Training and Development Policy

1. Introduction

Chalfont St Giles Parish Council has a strong commitment to the training and development of its Councillors and Staff in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and staff should be made aware of the content of this policy and the expectations placed upon them contained within.

2. Policy Statement

Chalfont St Giles Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the Parishioners. To that end the Council's intention is that Councillors, Clerk and any other staff of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain safe and effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

3. Training and Development Activity

Chalfont St Giles Parish Council consists of 12 elected Councillors and employs one full-time Parish Clerk/Responsible Financial Officer and two groundsmen. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

Councillors

- a) Attendance at Councillor Training for Parish Councils
- b) Provision of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c) Access to relevant courses provided by external bodies such as Buckinghamshire and Milton Keynes Association of Local Councils, Buckinghamshire Council and The National Association of Local Councils.
- d) Expenses paid for attending meetings and conferences
- e) Circulation of briefings, newsletters and magazines relevant to the councils priorities.

Clerk/Responsible Financial officer

- a) Induction sessions explaining the role of Clerk
- b) Provision of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c) Access to training and materials to facilitate gaining the CiLCA qualification.
- d) Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance, GDPR, Planning, Cemetery Management, H&S and HR.
- e) Subscription to relevant publications and advice services.

- f) Provision of 'Arnold Baker on Local council Administration' and any other publications which will remain the property of the Council.
- g) Regular feedback from the Chairman of the Council relating to performance.
- h) Expenses for attending training, briefings, consultations and any out of hours meetings.

Groundsmen

- a) Attendance at First Aid Training.
- b) Provision of Council Policies where relevant.
- c) Provision of training to the required standards to allow the safe performance of duties.
- d) Regular feedback from the Clerk relating to performance.
- e) Expenses paid for attending training.

4. Training Needs Identification

- a) To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, staff annual appraisal and the Council's aims and objectives and changes in legislation.
- b) Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.
- c) Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals as well as changes in legislation.
- d) The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

5. Resourcing Training

- a. Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.
- b. Annually, an allocation will be made in the budget for the subscription to the Society of Local Council Clerks, Buckinghamshire and Milton Keynes Association of Local Councils and the National Association of Local Councils and other relevant organisations.
- c. Purchase of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation and Review of Training

- a. All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.
- b. Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- c. The Clerk will maintain a record of training attended by themselves and Councillors

7. Annual Review

This policy will be reviewed annually by the Finance and General Purposes Committee.