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| **TCD Number** | **15** | | | |
| **TCD Title** | **Training and Development Policy** | | | |
|  | NAME | TITLE | SIGNATURE | DATE |
| Author | David Williamson | Mr | {Signed Electronically} | 1st July 2019 |
| Authoriser | Tracey Skates | Cllr | {Signed Electronically} | 8th August 2019 |

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|  | Effective Date: | 8th August 2019 |

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| READ BY | | | |
| NAME | TITLE | SIGNATURE | DATE |
| Paul Backhouse | Cllr | {Signed Electronically} | 19th Sept 2019 |
| Steven Bramley | Cllr | {Signed Electronically} | 19th Sept 2019 |
| John Hopcroft | Cllr | {Signed Electronically} | 19th Sept 2019 |
| Bryan Showell | Cllr | {Signed Electronically} | 19th Sept 2019 |
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| Amendment No. | Effective Date | Significant Changes |
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1. **INTRODUCTION**
   1. For Worminghall Parish Council to achieve its aims and objectives and to ensure that it keeps up to date with all current and new legislation, it is important that the Clerk and Councillors are properly trained. This policy document sets out how that will be achieved.
   2. The council have provisioned a training budget that is to be reviewed annually against the Training and Development Matrix at annex A to this document. The budget should also reflect development such as attending conferences as well as initial and refresher training.
2. **POLICY STATEMENT**
   1. The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council’s intention is that Councillors and the Clerk are suitably equipped with the correct knowledge and skills to carry out their roles and maintain 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.
   2. Councillor and staff development should be recognised as an integral part of the Council’s business. 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.
   3. This Training and Development Policy applies to all councillors and the clerk as well as volunteers assisting with parish council activities. Training for volunteers will not be beyond that which is necessary for their role.
3. **TRAINING & DEVELOPMENT ACTIVITY**
   1. Clerk should arrange mentoring opportunities with CiLCA qualified Clerks from neighbouring parishes.
   2. Expenses will be payable by the Council for attending briefings, consultations, training and any other general meetings.
   3. Councillors and the Clerk should receive regular feedback from the Chairman of the Council in their performance and plans made for any training deficiency.
4. **TRAINING NEEDS IDENTIFIED**
   1. To provide appropriate training, development and learning opportunities for all Councillors and the clerk, identified through self-assessment, the Council’s aims and objectives and changes in legislation.
   2. Councillors training requirements beyond those detailed at annex A will usually be identified by themselves, the Chairman or the Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.
   3. Annually, the Council will formally review the training needs of the Councillors and the Clerk at a full meeting of the Parish Council.
   4. Training needs for the Clerk, beyond those detailed at annex A, maybe identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals.
   5. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.
   6. The clerk is to ensure that sufficient annual CPD points are registered with the SLCC.
5. **RESOURCING TRAINING**
   1. Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.
   2. Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Buckinghamshire and Milton Keynes Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences. The council will also consider an allocation for subscription of Clerk and Councils Direct.
   3. Purchases of relevant resources such as publications will be considered on an ongoing basis.
6. **EVALUATION & REVIEW OF TRAINING** 
   1. 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.
   2. 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.
   3. The Clerk will maintain a record of training attended by themselves and Councillors.

**Annex A – Training and Development Matrix**

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| Councillors | Initial | Refresher |
| Attendance at induction sessions explaining the role of Councillors | Within 1 month of appointment | N/A |
| Provision of access to copies of all the Transparency Core Documents of the Parish Council and other information deemed relevant | Within 1 week of appointment | N/A |
| Access to relevant courses provided by external bodies such as Buckinghamshire and Milton Keynes Association of Local Councils (BMkALC) | As Required | 4 Yearly |
| BMkALC Councillor Training for Town and Parish Councils | Within 3 months of appointment | 4 Yearly |
| BMkALC Demystifying Planning | Within 12 months of appointment | 4 Yearly |
| Read circulated documentation such as briefings, police drafts and newsletters | To be read prior to next meeting or within prescribed timeline | N/A |

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| Clerk & RFO | Initial | Refresher |
| Induction sessions explaining the role of Clerk | Within 1 month of appointment | N/A |
| Provision of copies of all the Transparency Core Documents of the Parish Council and other information deemed relevant | Within 1 week of appointment | N/A |
| Attendance at the BMkALC ‘New Clerk’s’ training course | Within 3 months of appointment | No |
| Society of Local Council Clerks – Complete and pass “Introduction to Local Council Administration” course | Within 3 months of appointment | No |
| Society of Local Council Clerks – Complete and pass “Certificate of Local Council Administration” (CiLCA) | Within 24 months of appointment | No |
| BMkALC Agenda & Minutes | Within 3 months of appointment | 4 Yearly |
| BMkALC Procurement & Contracts | Within 12 months of appointment | 4 Yearly |
| BMkALC Data Protection (GDPR & FOI) | Within 3 months of appointment | 4 Yearly |
| BMkALC Risk Management | Within 12 months of appointment | 4 Yearly |
| BMkALC Demystifying Planning | Within 12 months of appointment | 4 Yearly |
| BMkALC Introduction to Planning Enforcement | Within 18 months of appointment | 4 Yearly |
| BMkALC Questions, Complaints and How to handle them | Within 18 months of appointment | 4 Yearly |
| Any other training relevant to the proficient discharge of their duties such as I.T and the council finance package. | Continual Assessment | 4 Yearly |
| Attendance at local meetings of external bodies such as Society of Local Council Clerks (SLCC ) and the Buckinghamshire and Milton Keynes Association of Local Councils (BMkALC). | At least twice per year | Yearly |
| Subscription to Clerks and Councils Direct | Annually | N/A |
| Subscription to Society of Local Council Clerks | Annually | N/A |
| Clerk & RFO Continued | Initial | Refresher |
| Subscription to National Association of Local Councils | Annually | N/A |
| Subscription to Buckinghamshire and Milton Keynes Association of Local Councils | Annually | N/A |
| Latest version of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden (will remain the property of the Council Training & Development Policy) | As updated | N/A |

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| Volunteers on Parish Council Activities |  |  |
| Briefings on relevant health and safety matters and the scope of their work prior to starting | As required | As required |
| Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments | As required | As required |
| Briefing on the safe use of any equipment provided by the Council | As required | As required |