

WORMINGHALL PARISH COUNCIL

TRANSPARENCY CORE DOCUMENT

TCD Number 15

TCD Title Training and Development Policy

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Effective Date:	4 th August 2023
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Amendment No.	Effective Date	Significant Changes

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1. INTRODUCTION

- 1.1. 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.
- 1.2. 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

- 2.1. 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.
- 2.2. 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.
- 2.3. 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

- 3.1. Clerk should arrange mentoring opportunities with CiLCA qualified Clerks from neighbouring parishes.
- 3.2. Expenses will be payable by the Council for attending briefings, consultations, training and any other general meetings.
- 3.3. 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

- 4.1. 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.

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- 4.2. 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.
- 4.3. Annually, the Council will formally review the training needs of the Councillors and the Clerk at a full meeting of the Parish Council.
- 4.4. 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.
- 4.5. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.
- 4.6. The clerk is to ensure that sufficient annual CPD points are registered with the SLCC.

5. RESOURCING TRAINING

- 5.1. Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.
- 5.2. 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.
- 5.3. Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. EVALUATION & REVIEW OF TRAINING

- 6.1. 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.
- 6.2. 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.
- 6.3. The Clerk will maintain a record of training attended by themselves and Councillors.

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Annex A – Training and Development Matrix

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

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

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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

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