

TRAINING AND DEVELOPMENT POLICY- ANCASTER PARISH COUNCIL

Ancaster Parish Council is committed to ensure its Clerk and Councillors are provided with the training they require to ensure they carry out their duties to the best of their abilities, and are up to date with current legislation. To ensure this is possible a training budget is allocated to enable them to attend any relevant training throughout the year.

The Clerk is responsible for identifying training needs of councillors and the clerk to ensure everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

Training and Development

All Councillors will receive the following:

- a. An information folder upon their acceptance of office, which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and any other information which is deemed relevant.
- a. A copy of the Good Councillor guide.
- b. Emailed all updates and newsletters which the Clerk receives and deems relevant.
- c. Circulated any other training course details which may enhance their position.

The Clerk and RFO:

- a. Encourages to attend Clerks training courses including New Clerks course.
- b. Provided with a contract of employment setting out clear objectives and expectations
- c. Receives an employment and salary review annually from the council
- d. Encouraged to gain the Certificate in Local Council Administration (CILCA)
- e. Any other training relevant to the proficient discharge of their duties
- f. Attendance of relevant local meetings such as Clerks forums and briefings
- g. Subscription to relevant publications and advice services
- h. Provided with all relevant publications such as Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- i. Receives regular feedback from the Chairman of the Council on their performance.

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.

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 appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Annually a review will be taken 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 subscription and purchasing of relevant publications.

The Clerk will maintain an updated training record for all Councillors and the Clerk.

Any person attending training will report back to the Clerk and Council on the relevance and effectiveness of the training supplied.

Reviewed by Ancaster Parish Council May 2018

Reviewed and Accepted 10 June 2019

To be reviewed May 2020

