



CRANAGE PARISH COUNCIL

Training Policy & Procedure

Date adopted – 16th January 2018

1. POLICY STATEMENT

- 1.1. Cranage Parish Council is committed to training its staff, volunteers and Councillors. It recognises that well trained and informed personnel promote good practice within the Council and increase and encourage community activities. As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.**
- 1.2. To this end, advice and assistance on training will be given relevant to Councillors and employees, including volunteers.

2. POLICY OBJECTIVE

- 2.1. 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. 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 & DEVELOPMENT ACTIVITY

- 3.1. Cranage Parish Council consists of 7 elected Councillors and employs one part-time Parish Clerk/Responsible Financial Officer. In addition, volunteers from within Cranage provide invaluable support for the parish's work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:-

3.2. Councillors

- a) Attendance at induction sessions explaining the role of Councillors
- b) Provision of a Councillor Information Handbook containing copies 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 Cheshire Association of Local Councils (ChALC)
- d) Expenses for attending briefings, consultations and other general meetings for Councillors in Cheshire
- e) Circulation of documentation such as briefings and newsletters/magazines to all Councillors

3.3. Clerk/Responsible Financial Officer

- a) Induction sessions explaining the role of Clerk
- b) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c) Gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (this is a condition of employment)
- d) Any other training relevant to the proficient discharge of their duties such as IT., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments
- e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Cheshire Association of Local Councils (ChALC) and Local District Councils.
- f) Subscription to relevant publications and advice services
- g) Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council Crick Parish Council.
- h) Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes
- i) Regular feedback from the Chairman of the Council in their performance
- j) Expenses for attending briefings, consultations, training and any other general meetings

3.4. Volunteers on Parish Council Activities

- a) Briefings on relevant health and safety matters and the scope of their work prior to starting
- b) Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments
- c) Briefing on the safe use of any equipment provided by the Council
- d) Training for volunteers will not be beyond that which is necessary for their role

4. TRAINING NEEDS IDENTIFIED

- 4.1. To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self assessment, the Council's aims and objectives and changes in legislation
- 4.2. 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

- 4.3. Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council
- 4.4. 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
- 4.5. 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

- 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 the Cheshire Association of Local Councils (ChALC) to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- 5.3. Purchases of relevant resources such as publications will be considered on an ongoing basis.
- 5.4. Claims must relate to actual expenditure incurred and be submitted in sufficient detail to establish the validity of the claim. The Parish Council has the right to demand receipts. Out-of-pocket expenses will be paid as agreed in advance.
- 5.5. In return for Cranage Parish Council paying all, or some of the training expenses:-
 - a) Employees will repay to the Council 100% of the training expenses, which the Council has paid if they leave Cranage Parish Council during the course or within three months of the course/training.

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.
- 6.4. Any person undertaking training at the Council's expense will be required to distribute any knowledge gained.