

## **Training and Development Policy**

**Adopted at Full Council Meeting on 25<sup>th</sup> November 2019 (Minute 143/19/20)**

### **Introduction**

Charlton Kings Parish Council sets out its purpose and priorities in the Parish Strategy which is updated on a four yearly cycle after the Parish Council elections. In order to meet its objectives and provide high levels of service to the Charlton Kings community, the council is committed to ensuring that all councillors and staff are trained to a level that will enable them to carry out their duties effectively and are kept up to date with changes in legislation.

### **Policy**

Charlton Kings Parish Council consists of 17 councillors and employs a Clerk/Responsible Financial Officer, an Administrative Officer and an Administrative Assistant. The council undertakes to support and encourage training relevant to each individual councillor and employee, and will set aside budgeted funds each year for the purposes of training.

### **Training resources**

The council will utilise the services of training providers such as:  
Gloucestershire Association of Parish and Town Councils (GAPTC)  
Society of Local Council Clerks (SLCC)  
University of Gloucestershire  
Gloucestershire Rural Community Council  
Cheltenham Borough Council  
Gloucestershire County Council

In addition, the council will provide the latest editions of relevant publications including  
“Local Council Administration” by Charles Arnold Baker  
“The Local Council Clerk’s Guide” by Paul Clayden  
“The Councillor” by Paul Clayden  
“Local Council Finance” by Chris Richards

### **Clerk’s training**

Upon appointment, the Clerk will undergo induction training overseen by the Chair in matters pertaining to the Clerk’s role, and by the Chair of the Finance and General Purposes Committee in respect of the role of Responsible Financial Officer.

The clerk will be required to obtain the CiLCA qualification and will be encouraged to extend their knowledge and experience through Continuing Professional Development. Training and development opportunities will be identified as part of the annual appraisal process.

On a continuing basis, the Clerk will be encouraged to take advantage of training, networking and mentoring opportunities offered by GAPTC and SLCC.

### **Administrative Officer's training**

Upon appointment, the Administrative Officer (AO) will undergo induction training overseen by the Clerk. Ongoing training and development opportunities will be identified as part of the annual appraisal process. The Clerk will be responsible for ensuring that the AO is kept up to date with changes in legislation relevant to their key duties, e.g. allotments, finance, mapping. The AO will be encouraged to attend GAPTC networking events, where relevant.

### **Administrative Assistant's training**

Upon appointment, the Administrative Assistant (AA) will undergo induction training overseen by the Clerk. Ongoing training and development opportunities will be identified as part of the annual appraisal process. The Clerk will be responsible for ensuring that the AA is kept up to date with changes in legislation relevant to their key duties, e.g. planning, allotments. The AA will be encouraged to attend GAPTC networking events, where relevant.

### **Councillors' training**

All new councillors will attend an induction session with the Chair and Clerk and will be provided with copies of the Members' Code of Conduct, Procedural Standing Orders, Financial Regulations and any other relevant information. They will be given access to details of training courses and will be encouraged to attend the "Being a Better Councillor" training offered by GAPTC. Councillors will have the opportunity to attend specialist briefing sessions relevant to committee membership, e.g. planning, grant funding. New councillors will be offered the opportunity to have an experienced councillor as a mentor.

Because of their key roles in working with the Clerk to manage the business of Council, training programmes specific to the needs of the Chair of Council and the Chair of the Finance and General Purposes Committee will be provided.

The Clerk will bring relevant training sessions to the attention of all councillors and will also circulate articles of interest published in the "Clerk Magazine" and other publications, where appropriate.

### **Review of training**

The Clerk will be responsible for maintaining a central record of all training attended by councillors and staff and keep a record of their own Continuing Professional Development. This will be reviewed annually and an appropriate level of budget agreed to meet future training needs.

Training will also be reviewed on a regular basis to ensure that all relevant personnel are kept up to date with changes in legislation, new equipment or new services / facilities provided by the council.