



COMPTON MARTIN PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

INTRODUCTION

Compton Martin Parish Council is committed to training its staff and members and recognises that well trained and informed staff promote good practice in its organisation. The council also values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the part they undertake in their community and are able to discharge their role effectively. To support this, a budget is allocated for training each year to enable staff and councillors to attend training events and conferences relevant to their duties and the needs of the parish council.

CLERK TRAINING COMMITMENT

The role of the clerk as the only employee of the council is seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that the clerk is all fully trained to carry out their duties as efficiently and effectively as possible. The clerk has a staff appraisal once a year. During this appraisal training needs and opportunities will be identified and addressed. The clerk will be expected to hold (or be working towards) the Certificate in Local Council Administration (CiLCA) and to acquire additional certificates as appropriate to the scope of their role as clerk.

COUNCILLOR TRAINING COMMITMENT

As the policies of the parish council are set by council as a corporate body, it is essential that all councillors are offered the opportunity to attend any relevant training courses offered by the various service providers.

- All new councillors will be expected to complete the Introduction to Local Councils online training and attend Essential Councillor Training provided by ALCA.
- All new councillors will receive an induction file providing information to allow them to commence their duties.
- All councillors will be required to attend training which enhances their ability to participate in the running of the council.

RESPONSIBILITIES

- The clerk to identify appropriate opportunities for councillors and officers to meet training and development needs.
- The clerk to inform all councillors on training opportunities to include courses run by ALCA and their partnered training providers, B&NES, SLCC, Scribe, and others that may be appropriate.
- All councillors to evaluate their needs for the forthcoming year.

Staff and Councillors who undertake training or development activities will be required to feedback to full council as appropriate.

In order to receive up to date information and take advantage of training offered, the council will continue to subscribe to:

- Avon Local Council Association (ALCA)/National Association of Local Councils (NALC)
- Society of Local Council Clerk (SLCC)
- Scribe Accounts

***INFORMATION PACK FOR NEW COUNCILLORS CONTENT**

1. Induction Pack
2. The Good Councillors Guide
2. Parish Council Contact List
3. Roles and Responsibilities
4. Training Statement of Intent
5. Dates of Meetings for the Year
6. The Parish Council Code of Conduct
7. Standing Orders
8. Financial Regulations
9. Adopted Procedures and Policies