

BOUGHTON UNDER BLEAN PARISH COUNCIL

Training & Development Policy

Adopted: 14 May 2024

Next review: April 2027



Introduction

Boughton under Blean Parish Council is committed to ensuring that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities, and are up to date with all current legislation. The Council recognises that the most important resource is its staff and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development. To support this, a training budget is allocated to enable attendance at relevant training and conferences throughout the year.

Policy Statement

Boughton under Blean Parish Council will procure the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents professionally.

Membership of County Association and Society of Local Council Clerks (SLCC)

The Council will retain membership of the Kent Association of Local Councils (KALC) and SLCC in order that training opportunities can be accessed.

Training and Development Activity

Councillors

- To be provided with a digital Councillor Welcome Pack which includes copies of 'The Good Councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the Council, together with any other information deemed relevant. This pack will be provided within seven days of the date on which they are elected or co-opted
- Emailed with all updates and newsletters which the Clerk receives and deems relevant
- New councillors are encouraged to attend a KALC Dynamic Councillor training course
- The Chair and Vice Chair are also encouraged to attend the KALC Chairmanship course upon their election and acceptance to office
- All councillors will be encouraged to attend a Data Protection training course
- Specialist training will be provided as identified and required

Clerk / RFO

- Will be provided with a contract of employment setting out clear objectives and expectations
- To receive an employment and salary review annually from the Council
- Encouraged to attend all relevant KALC and SLCC clerks' training courses
- Encouraged to gain ILCA (Introduction to Local Council Administration) (Level 2)
- Encouraged to gain the Certificate in Local Council Administration (CiLCA) (Level 3)
- Undertake any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance, planning, cemetery management, allotment management and grounds maintenance which is identified through regular training needs assessments
- Encouraged to attend relevant local meetings such as Clerk's forums and briefings

- Able to subscribe to relevant publications and advice services including KALC, SLCC and NALC
- To be provided with all relevant publications such as the Local Council Administration reference book and the SLCC Clerks' Manual
- Entitled to paid study leave in order to work towards the qualifications

Volunteers

- To be provided with relevant training as deemed necessary

Training Needs Identification

Training requirements for Councillors will usually be identified by themselves, the Chair 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, annual staff appraisal and changes in legislation.

Training needs for volunteers will be considered, as appropriate for the specific role.

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

Resourcing Training

A review will be undertaken annually during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. Budget allocations will be put in place and agreed to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation and Review of Training

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

Following attending any training the person who attended will report back to the Council on the relevance and effectiveness of the training supplied.