

Training and Development Policy

Introduction

Broughton Gifford Parish Council is committed to the ongoing training and development of its Councillors and staff to ensure the highest standard of representation and services for the residents of the Parish.

This policy sets out:

- the council's commitment to training and development
- the identification of training and development needs
- financial assistance
- study leave
- the monitoring of the policy

Commitment to Training and Development

The objectives of this policy are to:

- encourage councillors and staff to undertake appropriate training and development
- allocate training in a fair manner
- ensure that training and development is evaluated in order to judge its value to both the Council and individuals

Broughton Gifford Parish Council recognises that some of its most important resources are its clerk and Councillors, therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of any relevant professional bodies. Therefore, the Parish Council will maintain its subscription to NALC each year, identifying relevant training courses that could be of use to its councillors and the parish clerk.

The Identification of Training and Development Needs

The clerk will identify training and development for both the clerk themselves as well as Councillors.

The clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. **This will involve the identification of skills gaps in roles that have been allocated to individual councillors and courses identified to enable this gap to be filled.**

If Councillors wish to be nominated for training and development provision, they should discuss this in the first instance with the Clerk upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

The Council will approve training and development opportunities for Councillors and the clerk.

Appropriate training and development may be necessary to ensure that both the clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

As soon as practicable after joining the Council, a parish councillor may be required to attend appropriate training sessions to familiarise themselves with the general work of a parish council.

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

- NALC Good Councillor Guide
- Contact details for Councillors and the Clerk
- Adopted Code of Conduct
- Standing Orders/Financial Regulations
- Meetings calendar
- Details of website
- Any other relevant and current information.

Financial Assistance

All sponsored training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors and staff will be required to attend the nearest college/venue offering the required provision.

For approved courses staff can expect the following to be sponsored:

- the course fees
- examination fees
- associated membership fees
- one payment to re-take a failed examination.

The council will give consideration to covering the cost of subscriptions to relevant professional bodies, such as SLCC.

Councillors and Staff attending courses will be required to inform immediately the Clerk of any absence, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Should the clerk leave Broughton Gifford Parish Council employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training.

Study Leave

Councillors will not be eligible for study leave as they do not have a paid role. Any training undertaken by the parish clerk over 2 hours may be required to be undertaken in their own time.

Monitoring of the Policy

The parish clerk and Chair will be responsible for monitoring and management of the budget for this policy. The clerk and any Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event for future reference.

All employee and councillor training each year will be recorded by the clerk for monitoring purposes.

Training Records

Councillor's Training Record

Councillor	Date	Details	Training Provider
Cllr Hooper			
Cllr Johnson			
Cllr Corbin			
Cllr Freeman			
Cllr Griffiths			
Cllr Haslewood			
Cllr Monk			
Cllr Webb			
Cllr Wright			

Clerk Training Record

Date	Training Undertaken	Training Provider
Dec 2018	Clerk's Year Training	WALC
26/02/19	Finance for Clerks and RFO's	WALC
25/03/21	Website accessibility webinar	SLCC
04/07/22	Cemetery & Churchyard Safety and memorialisation	SLCC
15/07/22	SLCC Wiltshire Branch Training Day	SLCC
20/07/22	Rights of Way	SLCC
22/12/22	Continued CPD - The Clerk magazine	SLCC
01/03/22	An Introduction to Heritage Issues and the Planning System for Local Council Clerks	SLCC
2022/23	CiLCA - ONGOING	SLCC
March 23	Read dissertation titled 'Do feelings of isolation and loneliness impact on the work and the health of the lone working local council clerk.'	
March 2023	Read dissertation titled 'The purpose of local councils in England.'	