Tanworth in Arden Parish Council Training Policy

Date Adopted: 16/01/2025 Date for Review: January 2025

Introduction

Tanworth in Arden Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council Constitution, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

2. Policy statement

Tanworth in Arden Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

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 Ward 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

Tanworth in Arden Parish Council consists of 12 elected Councillors and employs a Parish Clerk/Responsible Financial Officer, Clerical assistant and two park keepers. In addition, volunteers from within Tanworth in Arden 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: -

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 Warwickshire County Council, Stratford District Council and Warwickshire County Association of Local Councils (WALC)

d) Following a training course (not induction) to submit a summary of learning points for the benefit of the other councillors.
e) Expenses for attending briefings, consultations and other general meetings for Councillors in Warwickshire
f) Circulation of documentation such as briefings and newsletters/magazines to all Councillors

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 I.T, 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), Warwickshire County Association of Local Councils (WALC), County and 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
h) Expenses for attending briefings, consultations, training and any other general meetings

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

a) 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
b) 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 to decide relevancy.
c) Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Parish Council
d) 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
e) 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

a) Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

b) Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Warwickshire County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.
c) Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation & review of training

a) 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.
b) 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.
c) The Clerk will maintain a record of training attended by themselves and Councillors.