

TRAINING & DEVELOPMENT POLICY.

Smith's Wood Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of the Parish in a professional manner. To that end the council's intention is that the councillors, clerk, and any other workers of the council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. The council will procure or provide such training and development opportunity as it deems necessary for the delivery of its work.

Councillors:

Attendance of the councillor training course at the WALC or in house. Copies of all relevant documents including: Standing orders, financial regulations, code of conduct, equality policy and any other relevant information deemed necessary. Access to relevant information and courses by NALC and the WALC.

Chair of the council and all committee chair persons will attend the Chair's training at the WALC.

All councillors to attend courses available depending on what committee they are on via the WALC.

Any changes in legislation councillors will seek advice from the Clerk regarding further training courses.

Clerk/RFO:

Attendance of all clerk courses at WALC. Copies of all relevant documents including Standing orders, Financial regulation, Code of conduct, Equality policy.

To gain a qualification in Local council Administration (CILCA)

To attend regular monthly Clerk meetings via WALC.

To attend any relevant courses offered by WALC to improve/refresh on all areas min of 3 per year.

Identification of training needs:

Councillors – Often councillors will identify training needs themselves. The Clerk and the Chair should also advise on the training available to councillors. Any courses should be brought to the attention of full council. Councillors should understand that training is an ongoing process and should undertaken on a regular basis so that councillors can better understand the law, finances, and general running of a good practice Parish council.

Clerk/RFO:

Once appointed the training needs for the Clerk will depend on previous qualifications and experience/training courses already attended. Training must continue even for experienced qualified Clerks to keep them up to date. The Chair and staffing committee will often with the help of the Clerk be able to advise on areas that need to be focused on.

Resources for training:

Annually the council will discuss and allocate a set budget for training and development for all staff. The council will allocate a set budget for the subscriptions of the SLCC for the Clerk and WALC for the council along with any other bodies the council feel will aid this development.

Evaluation of training:

The council as a whole will evaluate the relevance and content of training courses. Guidance from the Clerk may be necessary. Training will be reviewed with any change to legislation and or new software/systems that staff may need training for.

Records of training should be kept by the Clerk on Councillor files.

This policy will be reviewed annually from the date of approval of this document.

Reviewed and Adopted on the 9TH June 2025

Minute ref: 6.1

Review Date June 2026