

LINKINHORNE PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY



Introduction:

Linkinhorne Parish Council is committed to ensure that its employees 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 legislations. To ensure this is possible a training budget is allocated to enable them to attend any relevant training and conferences throughout the year.

Policy Statement:

The Clerk and Council is responsible for identifying training needs of both the councillors and other employees, either procuring or providing 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.

Training and Development Activity:

All Councillors:

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct, policies of the council and any other information which is deemed relevant.
- Given a copy of the Good Councillor guide
- Emailed all updates and newsletters which the Clerk receives and deems relevant.
- All new councillors will be expected to attend in-house induction training provided by the Clerk and Chair.
- All new councillors will be expected to attend code of conduct training within the first six months of taking office
- All councillors will be encouraged to attend on-going development training provided by Cornwall Association of Local Councils (CALC) or an appropriate organisation, especially if specific to the role a councillor undertakes.
- Councillor may request to attend a specific course or training event if the Council deems it appropriate.
- All Councillors are encouraged to attend the Cornwall Association of Local Councils Chairman Training upon their acceptance of office.

The Clerk & RFO and Administrator

- Encouraged to attend all relevant Cornwall ALC clerks training courses
- Provided with a contract of employment setting out clear objectives and expectation.
- Required to gain the Certificate in Local Council Administration (CiLCA)
- To attend any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Attendance of relevant local meetings such as Clerks forums and briefings
- Subscriptions to SLCC and CALC and any other relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.
- To receive regular feedback from the Chairman of the council on their performance. Undertake a performance review annually.

Training needs identification

Training requirements for Councillors will usually be identified by themselves, the Chairman 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 formal and informal discussions and annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Resourcing Training

Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training. An agreed budget will be put in place 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 Clerk & Chairman on the relevance and effectiveness of the training supplied.

Chairman.....

Date.....

Review Date:	Reviewed By:	Amendments:	Minute Number
11 th February 2019	Adopted by Full Council	N/A	2019/8
11 th October 2021	Adopted by Full Council	N/A	2021/51
12 th February 2024	Adopted by Full Council	N/A	2024/60

