STRETTON ON DUNSMORE PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

1. PURPOSE AND SCOPE

The purpose of this document is to clarify the position of Stretton on Dunsmore Parish Council on the provision of training and development opportunities for all employed staff and volunteers.

2. OBJECTIVES

Stretton on Dunsmore Parish Council is committed to the training and development of all its councillors and staff in order to assist the Parish Council in achieving its objectives and priorities.

2.1 Stretton on Dunsmore Parish Council is committed to ensuring that it fulfils its duties and responsibilities to its parishioners professionally and efficiently. In order to do this it is the Parish Council's intention that the Clerk, Councillors and all other staff are suitably equipped with the correct knowledge and skills to carry out their roles. The compliance and utilisation of legislative powers will result in a high quality service and efficient management of resources.

2.2 Stretton on Dunsmore Parish Council is committed to improving the environment both within the immediate vicinity and more widely. To that end, all employees and councillors are given equal opportunity to develop their knowledge of planning and environmental matters along with local government practice and law. The Parish Council will support all learning opportunities which promote partnership working and community engagement.

3. TRAINING NEEDS IDENTIFIED.

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.

3.1 Training requirements for Councillors will usually be identified by themselves, with opportunities to attend courses being brought by the Clerk to the attention of full Parish Council.

3.2 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.

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

4. TRAINING AND DEVELOPMENT ACTIVITY

Training and development will be identified as detailed above, however basic training will courses and resources will be offered to the individual within their first year as a councillor or employed Clerk.

4.1 Councillors

a. Introduction sessions to the Role of a Parish Councillor (WALC)
b. Provision of a Councillor Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct and other policies adopted or written by Stretton on Dunsmore Parish Council.
c. Expense forms for attending briefings, consultations and other general meetings for the Parish Council.
d. Documentation of briefings and newsletters on a variety of topics pertinent to Local Authorities.

4.2 Clerk and Responsible Financial Officer

a. Introduction sessions to the Role of a Parish Clerk (WALC)
b. Provision of copies of Standing Orders, Financial Regulations, Code of Conduct and other policies adopted or written by Stretton on Dunsmore Parish Council.
c. Information on gaining the Certificate in Local Council Administration (CiLCA).
d. Subscription to WALC, CPRE and SLCC.
e. Provision of a copy of the most up to date Local Council Administration Handbook by Charles Arnold Baker and Paul Clayden (this will remain the property of Stretton on Dunsmore Parish Council.)

5. RESOURCES

An allocation will be within the budget each year to enable reasonable training and development for members of Stretton on Dunsmore Parish Council. Further to this a subscription will be taken out annually for WALC or SLCC to allow the clerk and councillors access to courses, briefings and conferences to improve and widen their knowledge and skillsets.

6. EVALUATION AND REVIEW

All training undertaken shall be evaluated by the individual and presented (in brief) to the full Parish Council for information. The usefulness of the training can then be evaluated which may determine its value overall in meeting the objective of Stretton on Dunsmore Parish Council. The Clerk will keep an up to date record of all training undertaken by all members of Stretton on Dunsmore Parish Council.