

# *Huish Episcopi Parish Council*

## TRAINING & DEVELOPMENT POLICY

Adopted 18 March 2019 item 20/2019

### Introduction

The Council as a whole is responsible for monitoring and meeting the training needs of its councillors and staff and managing the associated budget. This document forms the Council's Training & Development Policy and sets out:-

- The Council's commitment to training
- The identification of training needs for councillors and staff
- Training budget

### Commitment to Training

Huish Episcopi Parish Council is committed to the training of its councillors and staff to the highest standard. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activity. To support this, funds are allocated to a training budget each year to enable councillors and staff to attend training.

### Councillor Training

- a. All new councillors elected to Huish Episcopi Parish Council will be expected to attend 'Councillor Essentials' training provided by SALC, as soon as possible after taking their place on the Council.
- b. All councillors will be encouraged to attend on-going development training provided by SALC or an appropriate organisation, especially if specific to the role a councillor undertakes. These will be addressed through circulation of available courses and from ascertaining from members which course/s they would like to attend.

### Staff Training

- a. All new staff will be given in-house induction training prior to commencing their duties.
- b. All staff, including the Clerk, will be given the opportunity to attend regular Health & Safety training.
- c. All staff, including the Clerk, are encouraged to identify and discuss their training needs during their annual appraisal.
- d. The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CILCA) as a minimum and the Council will provide appropriate training and support to enable this to be achieved.
- e. The Clerk will be encouraged to become a member of the Society of Local Council Clerks (SLCC) which provides on-going training for its officer members. This commitment could in the future extend to the Clerk's membership of the Institute of Local Council Management and the CPD required to maintain membership of the Institute.

- f. All staff, including the Clerk, will be encouraged to attend other training days as provided for by SALC or other similar organisations which are relevant to their office.
- g. Time will be allowed and remunerated for attending any such training.

#### Training Budget

Training and development will be achieved by including a realistic financial allocation for training and development in the Council's annual budget. The Council will meet the annual subscription to the Society of Local Council Clerks (SLCC) and SALC (Somerset Association of Local Councils).