



Training and Development Policy

Introduction

Haydon Wick Parish Council is committed to ensuring its Councillors and Staff are trained to the highest standard and therefore achieve their full potential. In order to support this, funds are allocated to a training budget each year. Prospective councillors and applicants for senior office posts will be made aware of the content of this policy and the expectations placed upon them contained within it.

Haydon Wick Parish Council's intention is to:

- a) support and encourage the training and the development of knowledge of councillors and employees to help achieve the objectives of the council.
- b) regularly review the needs of councillors and employees.
- c) plan training and development opportunities and budget accordingly.

Training and Development for Councillors

Haydon Wick Parish Council will ensure:

- a) attendance at induction sessions (usually held by the Wiltshire Association of Local Councils (WALC)) explaining the role of the council, councillors, and the Chief Officer/Clerk & RFO.
- b) supply a welcome pack with provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant.
- c) access to relevant courses provided by bodies such as the WALC.
- d) expenses for attending briefings, consultations, and other general meetings for councillors in the local area.
- e) circulation of briefings, newsletters, and magazines.

Councillors will be encouraged to attend training to help them operate and develop as a councillor at least annually.

Training & Development for the Chief Officer/Clerk & RFO to Council

The Council will ensure:

- a) attendance at an induction session explaining the role of the council, councillors, Chief Officer/Clerk & RFO, and other staff.
- b) provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
- c) provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system.
- d) expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils and WALC
- e) subscription to relevant publications, advice services and membership of relevant local council associations
- f) provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the Council.
- g) provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

The Council will encourage the Chief Officer/Clerk & RFO to Council to:

- gain the Certificate in Local Council Administration (CILCA) and further qualifications.
- participate in local Clerk forums and events.
- represent Wiltshire as a branch officer or new clerks' mentor.

The Council will endeavour to support the Chief Officer/Clerk & RFO to Council's professional development, which might include:

- a) financial assistance towards the cost of tuition, examinations, and resource materials
- b) allocated study leave
- c) time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the Council or, as appropriate, Personnel Sub Committee.

Training and Development of Staff

Haydon Wick Parish Council will ensure:

- a) all new members of staff joining the Council will receive an induction consisting of parish tours to visit key landmarks in the parish.
- b) a welcome pack to include all relevant information about the position being taken up. Staff handbook. A schedule of training and information gathering to enable the starter to obtain the full skill set and knowledge for the position.
- c) annual performance review which will include consideration for future training and opportunities to develop additional skills to support the Council.
- d) to ensure that the working environment and mental positivity are maintained.

Training, Development and safety of Volunteers

Haydon Wick Parish Council will ensure:

- a) welcome pack including identification badges, expected duties, training and knowledge for event.
- b) provide Health and Safety/risk assessment facts. To ensure that the volunteer remains safe and informed at all times.
- c) maintain training in the skills and knowledge as the post requires.

Review of Training & Development Needs

Training requirements for Councillors will usually be identified by themselves, the Chairman and Chief Officer/Clerk & RFO to Council. Opportunities to attend courses will be investigated by the Chief Officer/Clerk & RFO to Council and brought to the attention of the Full Council.

Training needs for staff will be identified from:

- induction and probationary periods
- one-to-ones
- appraisals
- annual strategic planning.

Budget for Training

An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs. Purchases of relevant memberships, subscription, and resources such as publications will be considered on an ongoing basis.

Evaluation of training efficiency

All training undertaken will be subsequently evaluated by the Chief Officer/Clerk & RFO to gauge its relevance and effectiveness. Training will be reviewed considering changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and staff.

The Chief Officer/Clerk & RFO will maintain a record of training attended by all councillors and staff.

Version control

HWPC Training & Development Policy	Georgina Morgan-Denn Clerk to Council	Adopted at Full Council XXX FC XX	Review: when required
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