



Training and Development Policy

Adopted on May 15th, 2023

1. Introduction

Fernwood Parish Council is committed to the training and development of Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council Constitution, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

2. Policy Statement

2.1 Fernwood Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

2.2 It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future. Councillor and staff development should be recognised as an integral part of the Council's business.

3. Training and Development Activity

Fernwood Parish Council consists of 7 elected Councillors and employs a full time Parish Clerk/Responsible Financial Officer, a part time Administration Assistant and a part time Caretaker and Maintenance Operative. Training and development for Councillors and staff will be regularly reviewed but will contain as a minimum requirement:

3.1 Councillors

- a. Attendance at induction sessions explaining the role of Councillors.
- b. Civility and Respect Training:
 - i. Standards in Public Life
 - ii. Code of Conduct
 - iii. Respectful and Positive Social Media for Councils and Councillors

- iv. Leadership in Challenging Situations for Councils and Councillors
 - v. Personal Resilience and Emotional Intelligence - What does emotional intelligence and resilience mean in practice for Clerks, Council Officers and Councillors?
 - vi. Additional courses should they be recommended for Councillors.
- c. Provision of a Councillor Starter Information including Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant. All policies are reviewed by the Council annually to refresh all Councillors on the content.
- d. Access to relevant courses provided by external bodies such as Nottinghamshire Association of Local Councils (NALC), Newark and Sherwood District Council Nottinghamshire County Council. expenses for attending briefings, consultations and other general meetings for Councillors in Nottinghamshire.
- e. Circulation of documentation such as briefings and newsletters/magazines to all Councillors.

3.2 Clerk/Responsible Financial Officer

- a. Induction sessions explaining the role of Clerk and Responsible Financial Officer.
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c. Attendance at a 'New Clerk's' training course or similar
- d. Gaining the *Certificate of Local Council Administration (CiLCA) within 2 years of becoming Clerk/Responsible Financial Officer*
- e. Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through annual appraisal and training review.
- f. Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), Nottinghamshire County Association of Local Councils (NALC), Newark and Sherwood District Council Nottinghamshire County Council
- g. Subscription to relevant publications and advice services
- h. Provision of the Local Council Administration handbook by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes for new/inexperienced Clerks.
- j. Regular feedback from the Chairman of the Council in their performance.
- k. Expenses for attending briefings, consultations, training and any other general meetings.

3.3 Caretaker and Maintenance Operative

- a. Induction sessions explaining the role of Caretaker and Maintenance Operative.
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks.
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks.

- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the role,.
- e. External Manual Handling, Health and Safety, Legionella and Fire training courses (some of these may be online).
- f. Regular feedback from the Clerk of the Council in their performance.
- g. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review.

3.4 Administration Assistant

- a. Induction sessions explaining the role of Administration Assistant.
- b. Briefings on relevant health and safety matters and the scope of their work prior to starting tasks.
- c. Briefing on the safe use of any equipment provided by the Council prior to starting tasks.
- d. Provision of copies of the policies of the Parish Council and risk assessments relevant to the role,.
- e. Legionella and Fire training courses (some of these may be online).
- f. Regular feedback from the Clerk of the Council in their performance.
- g. Any other training relevant to the proficient discharge of their duties identified through annual appraisal and training review.

4. How Training Needs will be Identified

4.1 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 and staff appraisals.

4.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the Council.

4.3 The Council will formally review the training needs of the Councillors at a meeting of the Parish Council.

4.4 Training needs for the Clerk and Caretaker and Maintenance Operative will be identified through the recruitment process for new and the annual staff appraisals.

4.5 The Clerk will keep up to date with developments in the sector and highlight to the Council any training required.

5. Funding

5.1 The Council will set a budget each year as required to enable reasonable training and development.

5.2 The Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Nottinghamshire County

Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation and Review of Training

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4.

6.2 Training will be reviewed in the light of changes to legislation or any new systems relevant to the work of Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.