Aston Clinton Parish Council
Training & Development Policy

1. INTRODUCTION

1.1   Aston Clinton Parish Council [ACPC] is committed to ensuring its councillors and employees fully understand their roles, duties and responsibilities; are trained to the highest standard and are kept up-to-date with all new legislation in order to assist ACPC in achieving its aims and objectives.

1.2   ACPC is committed to ensuring equality of learning opportunity, hence no employee or councillor will be excluded from learning on grounds of gender, age, marital status, disability, racial grounds, sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status.

2. IDENTIFICATION OF TRAINING & DEVELOPMENT NEEDS

2.1   Training requirements will usually be identified by the individual, the Chairman or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of ACPC.

2.2   The Clerk is expected to keep up-to-date with developments in the sector, such as new legislation and best practice, and highlight to ACPC any training required for employees and councillors.

Employees

2.3   Employees are encouraged to identify and discuss their training needs with their line manager and acquire qualifications appropriate to their post.

2.4   A newly appointed Clerk will be expected to hold or be working toward the CiLCA qualification and ACPC will provide appropriate training and support to achieve this.

2.5   Opportunities to attend courses will be investigated by the Clerk and be brought to the attention of ACPC.

2.6   Training needs will be discussed through annual appraisals and meetings and be brought to the attention of ACPC.

Councillors

2.7   Newly elected councillors will be provided with a Councillor Pack which will include sufficient information to allow them to undertake their duties upon election. This will include the Code of Conduct, Standing Orders, Financial Regulations, Committee and Working Group membership, Year Planner and councillor contact details.

2.8   Newly elected councillors must attend BMKALC's 'Councillor Induction Training' within 6 months of being elected/co-opted.

2.9   All councillors are encouraged to attend on-going development training and attend courses to support any particular subjects or projects being undertaken by ACPC or attend refresher training when the need arises.

2.10   The Clerk will notify councillors of any courses or training events, as well as relevant briefings, newsletters and magazines.

2.11

3. TRAINING BUDGET

3.1   Funds will be allocated to a training budget each year to enable reasonable training and development.

3.2   ACPC will meet the annual subscription to the Society of Local Council Clerks (SLCC), Bucks & Milton Keynes Association of Local Councils (BMKALC) to enable employees and Councillors to take advantage of their training courses and conferences.

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

3.4   ACPC will reimburse reasonable travel costs to training events.

4. RECORDING & EVALUATION OF TRAINING

4.1   As part of the ACPC's continuing commitment to training and development, employees and councillors will be asked to provide feedback on the value and effectiveness of the training and development undertaken. This information will be used to asses and improve the training process.

4.2   The Clerk will maintain a record of training attended by employees and councillors.

5. RESPONSIBILITIES

Councillor's Role

5.1   To demonstrate a commitment to train and develop employees in relation to ACPC's objectives.

5.2   To demonstrate a commitment to support fellow councillors who wish to develop their role and understanding.

5.3   To ensure training and development plans are focussed on ACPC's needs and to provide adequate resources.

Clerk's Role

5.4   Induct new councillors and employees.

5.5   Identify training needs.

5.6   Keep up-to-date with changes to legislation, policies and practices affecting ACPC.

5.7   Be aware of training and development opportunities.

5.8   Evaluate the effectiveness of training events.