

# BURTON GREEN PARISH COUNCIL

## Training and Development Policy

Burton Green Parish Council is committed to ensure that it fulfils its duties and responsibilities to Burton Green residents and provides effective, efficient and accountable local government for the Parish.

The Council recognises that well trained and informed councillors and staff promote good practice in the organisation. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training relevant to their office. The Council delegates the authority to arrange training to the Clerk, within the limits of the training budget – the Clerk will notify the Council each time a booking for training is made.

### **The Council will:**

- Give priority to activities necessary to meet the Council's objectives.
- Provide adequate training budgets to achieve its objectives.
- Provide the necessary opportunities, resources and support to enable employees and councillors to attain and maintain the required knowledge, skills and abilities.
- Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to any identified needs.

### **In addition, for Councillors, the Parish Council will:**

- Encourage and support the development of knowledge, skills and abilities and recognise that there is a shared benefit.
- Provide Councillor fundamentals training for all newly elected councillors; additional tailored training will be provided on-going when appropriate.
- Ensure that all Councillors are made aware of the Parish Council's Standing Orders, Financial Regulations, Code of Conduct and policies of the Council.

### **In addition, for the Clerk/RFO, the Parish Council will:**

- Provide any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, as identified by the Council through regular training needs assessments.
- Provide an up-to-date copy of Arnold-Baker on Local Council Administration<sup>1</sup> and other relevant publications, which will remain the property of the Council.
- Support and finance the Clerk's membership of the Society of Local Council Clerks.
- Support the Clerk in gaining the Certificate in Local Council Administration (CiLCA).

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<sup>1</sup> 'Arnold-Baker on Local Council Administration' by Roger Taylor.

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### Training needs identification:

- Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- All training undertaken will be recorded by the Clerk in the training log.
- Training needs for the Clerk will be identified through the recruitment process for new clerks, including the application form and interview, formal and informal discussions and the annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training requirements.

Signed (Chair): Cllr Grant

Date: 18<sup>th</sup> October 2021

Date for next review: October 2022