ALL CANNING PARISH COUNCIL

Training & Development Policy

Policy statement

All Cannings Parish Council's intention is to support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council. Regularly review the needs of councillors and employees, and plan training and development opportunities and budget accordingly.

Training and development for councillors

1. Attendance at induction sessions (usually held by the Wiltshire Association of Local Councils) explaining the role of the council, councillors, and the Clerk.
2. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and the Good Councillors Guide.
3. Access to relevant courses provided by bodies such as the Wiltshire Association of Local Councils (WALC).
4. Expenses for attending briefings, consultations, and other general meetings for councillors in the local area, subject to preapproval at a full council meeting.
5. Circulation of briefings, newsletters, and magazines.
6. Councillors will be encouraged to attend training to help them operate and develop as a councillor.

Adopted by All Cannings Parish Council 28th July 2021. Review: July 2022

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Training and development for the Clerk and RFO

1. Attendance at an induction session explaining the role of the council, councillors, Clerk, and other staff.
2. Provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant.
3. 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.
4. Expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils, and the Wiltshire Association of Local Councils, subject to approval at a full council meeting.
5. Subscription to relevant publications, advice services and membership of relevant local council associations, SLCC, NALC and WALC.
6. Provision of Local Council Administration by Arnold-Baker and SLCC Clerks' Manual, and other relevant publications, which will remain the property of the council.
7. The council will encourage the Clerk to gain the Certificate in Local Council Administration (CiLCA) and may offer financial assistance towards the cost of tuition, examinations and resource materials, and time to study, such support is at the discretion of the council.

Review of training and development needs

1. 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.
2. Training needs for staff will be identified from: induction and probationary periods, appraisals, and strategic planning.
3. Training maybe required to operate new equipment, to manage new services offered by the council or to update knowledge of current legislation.

Budget for training

1. 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.
2. Purchases of relevant memberships, subscription, and resources such as publications will be considered on an ongoing basis.

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