

- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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## **TEDBURN ST MARY PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY**

### **AIM**

Tedburn St Mary Parish Council Training and Development Policy for staff and councillors has been developed in order to enable the council to operate and maintain a high level of performance.

The council is committed to providing employees, councillors and volunteers with the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high-quality services, the efficient management of those services and the compliance with and utilisation of legislative powers. The council values the time given by its members to their community and can maximise the benefits from that contribution by strengthening their community role.

### **COUNCIL'S COMMITMENT**

In adopting this policy the council commits to

- develop employees and members to achieve the objectives of the Council
- regularly review the needs of, and to plan training and development for employees, councillors and volunteers
- evaluate the investment in training and reflect this in training budgets

### **TRAINING NEEDS**

#### **Employees**

- Induction training policy in place
- 'Clerk's Booklet' (written by present incumbent) will include details of the council's commitment to training

- Current or any new clerk to hold CiLCA or commit to undergoing training after one year in role
- Budget to include reserve for CiLCA training
- Clerk to be a member of the Society of Local Council Clerks (SLCC)
- Council to be a member Devon Association of Local Councils (DALC)
- Council to be a member of Devon Communities Together (DCT)
  
- Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council
  
- Relevant additional training may be requested or required at any time
  
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the council
  
- Attendance of relevant local meetings such as Clerks' forums to be encouraged

### **Councillors**

- Induction booklet (written by current clerk and approved by council) provided for all newly elected councillors setting out the council's policies and procedures.
- Given a copy of the Good Councillor guide
- Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- Newly elected councillors are encouraged to attend the DALC 'Basic Councillor Training'
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training may be provided on an ad-hoc basis
- The Chairman and Vice Chairman are also encouraged to attend the DALC New Chairman course upon their acceptance of office.

### **Volunteers**

Volunteers must inform the Parish Clerk of work they intend to carry out This can be in writing via e-mail to the Parish Clerk or by signing in ahead of a session.

The existing competency of volunteers to be assessed by appropriate working group/committee and training offered. Where there is a legal requirement to be met the training will be mandatory

The exact nature of the training will depend on the role or activity and the findings from the required risk assessment.

A risk assessment will be undertaken by the appropriate member/group/committee in order to identify any risks that might be faced and how they will be managed and to identify training needs. The Parish Clerk is to receive a copy of the risk assessment ahead of work being undertaken.

The training standard must be sufficient to ensure the Health and Safety of volunteers and anyone who might be affected by the work.

### **COSTS**

An annual budget will be set for employee training and councillors training. All employees or members attending training may claim travel expenses. The council will ensure that membership fees for SLCC, DALC and DCT are included annually in the budget.

Relevant publications will be provided for reference and use by the parish council, currently Arnold Baker on Local Council Administration (currently 2020 edition) and Local Council's Explained by Meera Tharmarajah (we currently own a copy but it is out of print and some legal references outdated).