

# DATCHET PARISH COUNCIL



## Training and Development Policy

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Version 1	

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## **Datchet Parish Council** **Training and Development Policy**

### **Introduction**

Datchet Parish Council encourages the training and development of its Clerk, employees and councillors, and is committed to ensure that they are provided with the skills they require to enable them to carry out their duties to the best of their abilities, and that they are up to date with all current legislations. To make sure that this is possible a training budget is allocated each year to facilitate them to attend any relevant training and conferences throughout the year. The Clerk will arrange the necessary training to ensure that everyone is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

### **Identification of Training Needs**

The Clerk is responsible for identifying their own training needs, and those of the councillors. The training and development needs of employees is the responsibility of each individual and they are encouraged to be proactive in identifying these. They will also be identified and recorded through the annual appraisal system. Induction training is provided for all new employees and members of the council. Training will include formal training courses, briefings, seminars and conferences such as SLCC, NALC, and BALC, at regional and national levels.

### **Training and Development Activity**

All councillors will be:

- Issued with an information folder upon their acceptance of office, which includes copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies of the council and any other information which is deemed relevant.
- Given a copy of the NALC Good Councillor Guide.
- Emailed all relevant updates and newsletters which the office receives.
- Encouraged to attend the basic councillor session run by NALC.
- Circulated any other training details which may enhance their position.

The Chairman and Vice Chairman are encouraged to attend the NALC New Chairman course upon the acceptance of office.

Lead and Deputy Lead Members for Planning, Finance, Highways and Grounds are encouraged to attend regular training to help them in their roles which the Clerk will arrange through the Borough Council and BALC/NALC.

The Clerk & RFO will be:



- Encouraged to attend all relevant SLCC and NALC clerks training courses including New Clerks course.
- Provided with a contract of employment setting out clear objectives and expectations.
- Encouraged to gain the certificate of Local Council Administration (CILCA)
- Encouraged to attend any other training relevant to the discharge of their duties such as IT, legal powers, finance and planning which is identified through regular training needs assessments.
- Encouraged to attend relevant local meeting such as Clerks forums and briefings. Local 'Networking' is very important.
- Reimbursed subscriptions to relevant publications and advice services.
- Provided with all relevant publications such as the Local Council Administration by Charles Arnold Baker for reference and use by the whole Parish Council.

Employees will be:

- Encouraged to attend training courses relevant to the discharge of their duties such as IT and computer skills, administration, finance and planning.
- Provided with a contract of employment setting out clear objectives and expectations.
- Encouraged to attend relevant local forums and briefings along with the Clerk.
- Given regular feedback from the Clerk on their performance.

### **Evaluation and Review of Training**

All councillors who attend training are expected to report back to the full council meetings verbally with a report on the training attended and its relevance, content and appropriateness. The Clerk will maintain an updated training record for all Councillors, themselves and employees. This will be monitored and reviewed annually. All material should be retained by the office for future reference.

The Training and Development Policy will be reviewed annually at the Statutory Meeting of the Council in May.

Signature:   
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The Clerk

Date: 08th July 2024