

HOCKHAM PARISH COUNCIL

Training and Development Policy

Hockham Parish Council is committed to ensuring that all its councillors and staff are properly trained to enable the council to deliver services to the public to make Hockham a better place to live, work and visit. The council recognises that by promoting best practice through means of training and development, councillors and staff will be better equipped to undertake their duties to deliver these objectives.

As elected officials the council values the time given by its councillors to their community. This policy is aimed at maximising the rewards from that time, ensuring that its councillors understand and enjoy the role they undertake and are properly equipped for it.

As a corporate body with specific powers and duties under law it is essential that all councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation

Hockham Parish Council will: -

- - Provide contracts of employment and job descriptions to staff which will include details of the council's commitment to training
- - Identify training needs in relation to the council's objectives and specific needs of the individual via induction programmes, appraisals, one to ones, formal and informal discussion, questionnaires, and any other means deemed appropriate. Any training & development opportunities to be investigated by the clerk and presented to the full council
- - Maintain a training record of any training & development activity undertaken
- - Make its staff and councillors aware of any opportunities for continuous training and development
- - Encourage its staff and councillors to consider and identify their own development needs in light of any specified skills for their posts and through supervision and discussion
- - Have access to relevant learning materials and reference books at the Parish Council
- - Encourage its staff and councillors to take responsibility to maintain and improve their knowledge and skills
- - Set aside a realistic budget for training of its staff and councillors to meet the council's objectives
- - Pay the annual subscription to the Norfolk County Association of Local Councils (NALC) to enable the council to take advantage of the resources available including their training courses and conferences
- - Pay the annual subscription to the Society of Local Council Clerks (SLCC) to enable its staff to take advantage of the resources available including their training courses and conferences
- - Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and asked to sign if they have been sufficiently trained or confirm that they are competent to carry out the work they are offering to undertake; these forms must be in writing and kept on record.

CLERK/RFO TRAINING

The role of clerk/responsible finance officer is key to the council acting lawfully and meeting its objectives. Therefore, it is essential that the clerk/responsible finance officer is fully trained and competent to be able to carry out the duties required of them.

Training Needs

To be identified

Frequency

Upon joining the Council and review annually plus when legislation is changed or updated

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| The Clerk/RFO to receive a proper induction programme, both formal and informal prior to commencing their duties | Upon joining the Council |
| Introduction training on the website to enable the council to comply with the Transparency Code | Upon joining the Council |
| The Clerk/RFO will be, or work towards becoming, a qualified Council Clerk with a Certificate in Local Council Administration (CiLCA), as a minimum, and the council will provide appropriate training and support to enable this to be achieved | ASAP upon joining the Council |
| Health and Safety Competent Person Training to ensure that the employee can write and review risk assessments | Upon joining the Council |
| Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and Norfolk Association of Local Councils. | As required |

VOLUNTEERS TRAINING**Training Needs**

Tasks being asked to do

Frequency

Any task involving a hazard

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| Volunteers given a risk assessment of proposed tasks they are to undertake | Before they attempt a task |
| Sign to say they are sufficiently trained and competent | Before they attempt a task |

COUNCILLORS TRAINING**Training Needs**

Ongoing

Frequency

Review annually

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|---|---------------------------------|
| <p>On induction all new councillors will receive an information pack provided by the clerk containing the following documents to allow councillors to undertake their duties upon election;</p> <ul style="list-style-type: none"> • - The Good Councillors Guide • - Standing Orders • - The Parish Councils Code of Conduct Policy • - Financial Regulations • - Committee Terms of Reference • - List of Parish Council Powers and Duties • - Minutes of the latest Parish Council <p>Meeting</p> <ul style="list-style-type: none"> • - Council member names and contacts • - Meetings Timetable | Upon joining the Parish Council |
| All new councillors will be offered and encouraged to attend the Introductory Parish Councillor course provided by NALC or an appropriate organisation | Upon joining the Parish Council |
| Councillors given the opportunity for training on topics such as the local planning system, data protection and freedom of information provided by NALC or an appropriate organisation | As required |

As legislation is modified or introduced a review of all training needs all be required.

APPROVED DATE 14th March 2022