



## **Barnack & Pilsgate Parish Council**

### **Training and Development Policy 2023**

#### **Introduction**

- Barnack & Pilsgate Parish Council is committed to ensuring its councillors and staff are trained to the highest standard and are kept up to date with all new legislation.
- To enable this to happen funds are allocated to a training budget each year for councillors and staff to attend relevant training course and conferences.
- Prospective councillors and applicants for the post of clerk should be made aware of this policy and the expectations placed upon them, contained within it.

#### **Policy Statement**

- Barnack & Pilsgate Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of Barnack & Pilsgate in a professional manner.
- To that end the council's intention is that the councillors and the clerk are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices.
- The council will provide such training and development as it deems necessary for the efficient delivery of its work.

#### **Training and Development Activity**

Barnack & Pilsgate Parish Council consists of 7 councillors and employs a clerk on a part time basis. The Council owns no buildings or land. The village hall is owned by the Burghley House Preservation Trust and managed by the Community Association. There are allotments managed by Burghley and Hills & Holes Nature Reserve which is managed by Natural England. There are footpaths and highways managed by Peterborough City Council with whom we liaise frequently. The Council manages the cemetery and cares for the maintenance of the closed graveyard at the church.

The following are the recommended training requirements:

##### **Councillors:**

- Attendance at the CaPALC new Councillor training course;
- Provision of a new councillor pack which includes copies of the standing orders, financial regulations, code of conduct and other information deemed relevant;
- Access to relevant courses provide by bodies such as NALC and SLCC
- Access to the websites of NALC and SLCC
- Expenses for attending training courses and conferences.

##### **Clerk:**

- Attendance at the CAPALC or SLCC "New Clerk" course and/or ILCA course (if new to Clerking)
- Provision of all council policies, copies of standing orders, code of conduct, financial regulations and any other information deemed relevant;
- Gain the certificate in Local Council Administration (CILCA) with 2 years of appointment
- Attend a Cemeteries Course



- Any other training relevant to the proficient discharge of their duties such as, IT, finance and understanding the planning system, identified through regular training needs assessments.
- Subscription to relevant publications and advice services e.g. SLCC and CAPALC
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications
- Arranging mentoring opportunities with suitably qualified clerks from neighbouring parishes;
- Regular feedback from the Chairman and Employment sub-committee
- Expenses for attending training courses and conferences.

Chairman: As per other councillors, plus

- Attendance at New Chairman courses or webinars
- Hand-over by the out-going Chairman if possible

### **Training Identification**

- The clerk is expected to keep up to date with developments in the sector and highlight to the council any training requirements.
- Training requirements for councillors will usually be identified by themselves, the chairman or the clerk.
- The “Current Assessment” document will be updated as the need is identified by The Clerk and each Councillor.
- Opportunities to attend courses will be investigated by the clerk and brought to the attention of the full council.
- 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 annual staff appraisal.
- Changes to legislation will be checked against training needs.
- Changes to systems or to equipment will also trigger a review of training needs.
- Any complaints received or incidents which occur, will also be reviewed to ascertain training needs.

### **Funding Training**

- An amount will be provided in the budget as required to enable reasonable training and development.
- Annually the council will consider an allocation in the budget for the payment of subscriptions to the SLCC and CAPALC to enable the clerk and councillors to take advantage of their training courses and conferences.
- Purchases of relevant resources such as publications will be considered on an ongoing basis.

### **Administration of Training & Development**

- Training undertaken should be evaluated and reviewed afterwards.
- The clerk will maintain a record of training attended by the councillors and clerk.
- The ‘Council Training Plan’ will be reviewed annually.
- The policy will be reviewed annually.