

# Four Marks Parish Council

## Training and Development Policy

### 1. INTRODUCTION

This document set out the Parish Council's commitment to develop its employees and Councillors.

#### **Objective:**

“To develop the capability (knowledge, skills and behaviours) within the Council required to achieve the Council's priorities now and in the future and to deliver an effective and efficient service to its residents.”

### 2. COUNCILLOR DEVELOPMENT

#### **New Councillors**

New Councillors joining the Council, following election or co-option need to be supported and encouraged to undertake training.

The Hampshire Association of Local Councils (HALC) provides training for new Councillors. The aim of the training is to equip them with the core skills and knowledge to be an effective Councillor and the confidence to engage in local democracy and identify areas of interest.

New Councillors will be encouraged to undertake training to enable them to understand the role of Parish Council's in the planning process and its relationship to the Planning Authority.

New Councillors will be supported by the Clerk/Responsible Financial Officer (RFO) and Assistant Clerk and a senior Councillor acting as a mentor.

## **New Councillors - Training and Development Commitment:**

<b>Commitment</b>	<b>Target Timescale</b>	<b>By whom</b>
To nominate an established Councillor mentor	Within a week	Clerk & Chairman
To provide a new councillor pack	Within a week	Clerk/Deputy Clerk
That all new Councillors will undertake training designed to equip them with the core information they require to enable them to develop into effective Councillors.	Within the first 6 months after their election.	Clerk
That all new Councillors with an interest in Planning will undertake training to enable them to understand the role of the Parish Councils in the planning process, within the first 6 months of their election	Within the first 6 months after their election.	Clerk
Councillors who may not have an interest in Planning will still be encouraged to undertake training.	Within the first 12 months after their election.	Clerk

## **Existing Councillors**

Existing Councillors should be encouraged to continue their development at Councillors throughout their term. As the legislative framework of Councils evolves and will the role, responsibilities and constraints of our partner organisations, it is important the Councillors are informed and equipped to manage change and recognise opportunities.

Councillors can keep up to date through a variety of ways including, sector publications, Officer Reports to Council & its Committees, attending conferences and finally training provided by external organisations such as The Hampshire Association of Local Councils and East Hants District Council.

Councillors with specific roles including Chairmanship will be expected to undertake appropriate training.

It is recognised that some Councillors undertake training in their working environment which is transferable to the Parish Council.

## Existing Councillors - Training and Development Commitment

Commitment	Target Timescale	By whom
Councillors are enabled to continue their development through the allocation of resources for training.	Budget setting (Oct/Nov)	Clerk & Chairman
New and existing Chairman (who have not attended training) of Council & Committees are expected to attend Chairman Training.	Prior to taking on the role, where possible	Chairmen of Council & Committees
Councillors should aim to achieve the equivalent of 4 Continuing Professional Development (CPD) points during the year.	With the last year	Councillors & Clerk
To return certificates of attendance to the Clerk for the council's training record.	After each training event	Councillors
To inform the Clerk of any training of relevant undertaken outside the Parish Council.	After each training event	Councillors

### 3. OFFICER DEVELOPMENT

Officer training and development ensures Council employees have the up-to-date knowledge and skills to be effective in their role, remain motivated and develop new ideas that benefit the Council and the communities it serves.

Officers are expected to be proactive in identifying their training needs and research the opportunities to meet them. The Clerk & Executive Officer in particular is required to achieve 12 Continuing Professional Development (CPD) points during the year.

The Hampshire Association of Local Councils holds regular updates for Clerks and Finance Officers and there are a wide range of sector seminars and training opportunities.

There are a number of sector qualifications which local council employees can obtain including the Certificate in Local Council Administration (CiLCA). Four Marks Parish Council requires that its Clerk either holds or is willing to work towards a recognised local council sector qualification, when in post.

<b>Commitment</b>	<b>Target Timescale</b>	<b>By whom</b>
That the Clerk/RFO holds or is working towards a recognised local council sector qualification.	To register for a sector qualification within 12 months of being in post.	Chairman & Clerk
That all new office based employees, with no previous experience in the sector are expected to undertake training designed to equip them with the core skills required to undertake the role in the first 6 months.	Within 6 months of being in post.	Post holder & Chairman
That the Clerk achieves 12 Continuing Professional Development (CPD) points during the year.	Over the previous year	Clerk
That the Assistant Clerk achieves 8 Continuing Professional Development (CPD) points during the year	Over the previous year	Assistant Clerk

#### **4. APPRAISALS**

These will be conducted annually during January. The Chairman and Vice-Chairman of the Council will appraise the Clerk, whilst the Chairman of the Council and the Clerk will appraise the Assistant Clerk. The appraisals will help both the employee and the appraisers to identify any development or training needs that may be required. Objectives set must be measurable. The completed form is to be agreed by both the employee and appraisers and signed by both.