FLAX BOURTON PARISH COUNCIL

TRAINING POLICY

Introduction

Flax Bourton Parish Council is committed to provide a level of training for both its Staff and Councillors, to enable them to undertake their respective roles for the benefit of the Parish Council, the community, and the individual's personal development. This allows the Parish Council to meet its aims and objectives enabling them to provide the appropriate skills required to deliver a high-quality service.

Aims

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation".

The Parish Council's training aims are the following:

1. To provide the necessary training to the staff to ensure that they can undertake their role.

2. To ensure the Parish Council is knowledgeable, fully informed and professional and are aware of their legal duties and responsibilities for the betterment of the residents it serves.

3. To ensure an acceptable level of succession planning to:

ii) Ensure the Parish Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).

iii) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.

To support these aims, appropriate funds will be allocated annually to a training budget and membership to professional bodies in the local authority sector to enable the Staff and Councillors to attend relevant training and conferences.

Training can include:

• Formal training courses (ALCA, NALC & SLCC)

• Briefings and seminars (Scribe, Risk Academy)

• Local Authority Forums

• Conferences (regional and national)

• E-learning Sessions

Staff Training

• All members of staff will be encouraged to obtain Introduction to Local Council Administration (ILCA)

• The Clerk will be expected to hold / work towards a relevant professional qualification. For example, Introduction to Local Council Administration or Certificate in Local Council Association among others.

• Staff are encouraged to read regular publications for example the Clerk and Local Council Review.

Councillor Training

New Councillors

• Every Councillor to be given an up-to-date copy of 'The Good Councillor Guide'

• New Councillors to be made of aware of the policies and procedures on the website such as; calendar of meetings, Standing Orders, Code of Conduct, Financial Regulations and to have knowledge of the Asset Register and Risk Assessments.

• Attend 'Essential Councillor Course" run by Avon Local Council Association (ALCA) within six months.

Existing Councillors

• Councillors to attend a refresher course e.g. 'Good Councillors Guide' every 4 years.

• Councillors to be encouraged to attend conferences, Local Authority forums and other training events.

• Councillors on Committees to undertake subject specific training e.g. employment.

• Chairmanship training to be undertaken by the Chair / Vice-Chair of the Parish Council.

As part of this the Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) for the Clerk, and Avon Local Council Association (ALCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.