



TRAINING & DEVELOPMENT POLICY

Adopted at Annual Meeting 11 May 2016, minute A/4411(xi)

Potterspurty Parish Council (PPC) is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation, to ensure that its duties and responsibilities to the community are fulfilled appropriately and effectively. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy.

Councillors

- ❖ Provision of the PPC Councillor Information Handbook, containing copies of the Standing Orders, Code of Conduct, Financial Regulations, policies of the Council and other information deemed relevant.
- ❖ Access to relevant courses provided by bodies such as Northamptonshire County Association of Local Councils (NCALC).

Clerk

- ❖ Provision of copies of the Standing Orders, Financial Regulation, Code of Conduct, policies of PPC and other information deemed relevant.
- ❖ Gaining the Certificate in Local Council Administration (CiLCA).
- ❖ Attendance at relevant NCALC training courses and local meetings of the Society of Local Councils Clerks (SLCC).
- ❖ Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of PPC.
- ❖ Regular feedback and appraisals from PPC Personnel Committee.

Resourcing Training

- ❖ An allocation will be made in the budget each year as required to enable reasonable training and development.
- ❖ The Council will consider an allocation in the budget for the payment of a subscription to the SLCC and NCALC to enable the Clerk and Councillors to take advantage of the training courses, information and advice.

Evaluation and review of training

- ❖ All training undertaken will be evaluated by the Council for relevance, content and appropriateness.
- ❖ Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from Councillors or the Clerk.
- ❖ The Clerk will maintain records of all training attended.

Benefits of training

- ❖ Well informed Staff and Councillors.
- ❖ Well managed projects.
- ❖ Well documented policies and reports.
- ❖ Professional and pertinent responses to planning applications.
- ❖ Well managed finances.
- ❖ High professional conduct of Councillors and staff.