

# Steeple Bumpstead Parish Council Training and Development Policy



## Introduction

Steeple Bumpstead Parish Council (SBPC) strives to ensure that all staff and councillors (members) are appropriately trained for their role, and are kept up to date with new legislation as changes occur.

To enable this to happen, a training budget was created in 2021. This will ensure that money is allocated each year for staff and councillors to attend relevant training courses and conferences.

SBPC has 9 Councillors (including the Chairman) and a Clerk who is also the RFO (registered financial officer). There are a number of volunteers too.

Applicants to the council, whether for Councillor or staff roles, will be made aware of this training policy and any expectations of them in accordance with the policy.

## Policy Statement

SBPC recognises that its most important resources are its staff and councillors and in order to operate in a professional and efficient way, investment in training is required.

The Council will provide training and development opportunities that it feels appropriate and will consider all requests for additional training on individual merits. Training may be face to face at a designated venue or with the use of remote technology i.e., zoom.

The clerk should have, or be working towards the CiLCA qualification and will require to complete additional training throughout the year to ensure CPD points are achieved in order to maintain the CiLCA qualification. New clerks are required to attend the new clerk course provided by EALC.

New councillors will be asked to attend the Roles and Responsibilities training and New Councillor training provided by EALC within their first 6 months (where available). A New Councillor handbook will be provided to each councillor when they join the council along with an induction pack and welcome letter.

## Identifying additional training needs

Additional training may be required when;

- There are changes in legislation
- new systems or software is introduced
- new qualifications become available
- in response to accidents, errors or mistakes – this may include a need to repeat training already undertaken
- following complaints to the council

It is the responsibility of all members and employees to be aware of their own training needs and bring this to the attention of the clerk and chairman, so that it can be included within the budget.

The EALC has a calendar of training events which the clerk will circulate to councillors periodically, it is also on the EALC's website.

Once training needs have been identified,

- Courses will be booked and paid for by the Parish Clerk.
- Councillors and staff are entitled to claim mileage and parking expenses for attending training (any other expenses must be authorised prior to the training e.g hotel accommodation, meals or public transport).
- Councillors and staff are requested to provide a summary and feedback to the council (at the next council meeting) to advise whether the course was useful and identify whether others should also attend. If a written report is provided, this will be appended to the minutes.
- Professional memberships appropriate for the roles will be included in the training budget and paid by the council each year.
- The Clerk will keep a record of training undertaken, and will advise when new training is required.

Networking with other Parish Councils and shared training is encouraged.