Training and Development Policy for Loughton and Great Holm Parish Council

The Parish Council consists of elected Councillors and employs members of staff. Loughton and Great Holm Parish Council offers an opportunity to provide focus for the community. It is important that the Council speaks for and acts in the interests of all the residents, businesses, and organisations within the Council's area. To support this aim, it is important that staff and Councillors are provided appropriate training and are kept up to date with new legislation.

Resources

Loughton and Great Holm Parish Council subscribes to the Society for Local Council Clerks (SLCC) and the National/ Bucks and Milton Keynes Association of Local Councils (NALC and B&MK ALC). These organisations provide support with changes in legislation, good practice, matters relevant to local government and bespoke training courses.

The current programme of training available can be accessed at www.bucksalc.gov.uk or on request to the Parish Clerk. The Parish Clerk will circulate details of updated programme as it is provided.

Identifying Training Needs:

Both Staff and Councillors are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of Loughton and Great Holm Parish Council
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training may include formal training courses, webinars, information, briefings, seminars and conferences such as those run by the SLCC, NALC and B&MKALC, as well as line manager coaching and briefings by the Parish Clerk.

Expenses

Funding for training is allocated in the budget. Reasonable travel costs will be reimbursed on application to the Parish Clerk by prior agreement.

Councillors

a) Following election, all new councillors will receive:
   - electronic copy of *The Good Councillors Guide* (NALC publication) If available
   - members and staff contact list

b) Within each financial year, all Councillors will receive copies of the following:
   - Code of Conduct
   - Standing Orders
   - Financial Regulations
   - Copy of policies
   - Terms of reference for committees

c) Councillors are also expected to attend a training course run by B&MKALC on basic induction or roles and responsibilities. The Clerk will notify Councillors of further appropriate training/briefing sessions.

d) A Chair and Committee Chair is expected to undergo appropriate training in chair as provided by B&MKALC

Staff

Induction will be provided by the Parish Clerk to include:

- Understanding the organisation
- Policies and legislation
- Health and Safety
- Role and responsibilities
- HR arrangements and equipment

The ongoing training needs for staff will be identified through regular supervision, performance management and an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc. A training record is kept in the personnel file. Staff are encouraged to take responsibility to maintain and improve their own skills and will be notified of suitable training or development by the Parish Clerk.

Attending an approved course will be undertaken as part of normal working hours. Any course work that is required for qualifications will be done in the employee's own time, or by alternative agreement with the Parish Clerk or Finance and Staffing Committee.

Training Follow-Up

Councillors should report back to the full Council meetings verbally (in writing if appropriate) of the content and relevance of training attended.

Staff members will discuss the learning achieved with the Parish Clerk during supervision and may be asked to share with other staff.

Sources:

- Training and development advice note: SLCC
- The Good Council's guide to being a good employer: NALC
- Holms Chapel Parish Council statement of intent
- Hazlemere Parish Council training for councillors and Employees
- Wolverton & Greenleys Town Council training statement of intent

This policy will be reviewed every 3 years, or sooner if required due to changes in legislation, guidance, or circumstances.

Next review due: July 2028

Policy Adopted: March 2019

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