

Training and Development Policy

1. Aims and Purposes of the Policy.

Sopley Parish Council believes that to operate successfully as a parish council its employees and councillors should have access to appropriate training, learning and development opportunities and are encouraged to take advantage of those opportunities.

This policy sets out the parameters within which employees and councillors may access available opportunities to enhance and develop their skills and abilities.

2. The Benefits of Training, Learning & Development.

- Training improves the quality of the services and facilities that Sopley Parish Council provides.
- Training ensures that employees and councillors are aware of new legislation and best practice and are given the tools with which to implement any modifications to parish council processes or documentation.
- Training adds value and gives employees and councillors confidence in their roles. In offering training the Council shows it is fulfilling its aim to be an encouraging, proactive and rewarding organisation to be part of.

3. Training Needs Identification.

All new employees and councillors will receive a basic induction on the workings of the Parish Council.

Training requirements will be identified through;

- personal identification of need
- discussion during meetings
- discussion during formal and informal evaluations

Clerk;

Clerks new to the role to attend Hampshire Association of Local Council's (HALC) 'What you Need to Know' Part 1 and 2 training courses.

The Clerk will be expected to take part in Continuing Professional Development in line with the desired standards set by the Society of Local Council Clerks (SLCC) and needs identified during annual appraisals.

Councillor Training;

All new Councillors to attend HALC's 'Knowledge and Core Skills' training course.

Councillors encouraged to attend training relevant to any committee they sit on. Councillors to approach the Clerk in the first instance to request training. The Clerk will seek agreement of PC Chair/Committee Chair before booking.

4. Training Providers.

The two primary sources of training provision are HALC and the SLCC. Other providers are available following agreement by the Finance and Resources Committee / Full Council.

The Clerk will provide employees and councillors with lists of available courses at the time of publication.

The Clerk will also keep and maintain Councillor training records on the Parish Clerk computer and will be held electronically only.

5. Written Resources.

Clerk;

To ensure latest edition held of;

- Arnold-Baker on Local Council Administration
- The Good Councillor's Guide (NALC)
- JPAG (Joint Panel on Accountability and Governance) Governance and Accountability for Smaller Authorities in England
- The Good Employer's Guide (NALC)
- The Clerk's Manual (SLCC)

Councillors;

- The Good Councillor's Guide (NALC)
- The Good Councillors Guide to being a Good Employer (NALC)

6. Reimbursement of Expenses.

The Parish Council will meet the cost of training provision and travel to and from the venue via own private motor vehicle (mileage rate 45p per mile) or public transport and any parking costs. Subsistence may be claimed if the course is a full day and provision is not made by the training providers.

Employees will be entitled to attend training as part of their agreed weekly working hours, additional training hours to be agreed in advance by the F&R Committee / Full Council.

7. Allocated Budget.

The Full Council will ensure that a realistic financial allocation is budgeted for annually.

8. Review.

This policy will be reviewed bi-annually, at the Annual Parish Council Meeting.