

LYTHE PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

Purpose

The Council is committed to training and development of its staff, elected members and volunteers.

The Council values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that they understand and enjoy the role that they undertake and can discharge that role effectively in the community for parishioners.

The Council is a local authority that takes decisions on behalf of residents and spends the parish precept raised from them, in doing so, it has to act within its legal powers. It is essential therefore, that all members of the Council understand the roles and responsibilities of the Council, of them as individual councillors, of the Clerk/Responsible Financial Officer (RFO) and any volunteers.

Councillor Training & Development

The Council is committed to offering all members of the Council training on the role and responsibilities of being a councillor and how local councils operate. For a new Councillor, this will typically be;

- Discussion with the Chairman and Clerk/RFO prior to attendance at their first Council meeting to provide;
 - an overview of the;
 - roles of Councillor, Chairman and Clerk/RFO.
 - standing orders.
 - financial regulations.
 - code of conduct.
 - policies of the Council.
 - other information deemed relevant
- Issue of;
 - Question and answer document for Councillors.
 - The Good Councillor's guide.
 - Access code and instructions for the Yorkshire Local Council Association (YLCA) website.
 - Link to Council website that contains, amongst other things, the governance documents and procedures for the Council.
 - Code of Conduct.
 - Their personal Parish Council email address.
- Attendance on the YLCA 'Off to a Flying Start' course as a minimum, and other events as relevant and approved by the Council.
- For the Chairman and Vice Chairman, specialist training may be undertaken, depending on the level of experience in a similar role.
- delivered by trainers from the Yorkshire Local Councils Associations and the Council has a training budget to cover the cost of such training. Councillors will also be supported to attend more specialist courses where it is relevant to any specific roles they have taken on (e.g., chairmanship training for the chairman).

Councillors can bring training/development proposals to any meeting of the Council or at the budget setting process. The Clerk/RFO may also suggest requirements in light of legislation changes, new equipment or incidents that highlight training needs.

Staff Training & Development

The Clerk/RFO of the Council, currently the sole employee of the Council, is central to the successful delivery of services by the Council and for ensuring the good governance of the authority.

The Council is therefore committed to supporting the professional development of the Clerk/RFO so that he or she is fully trained and equipped with the necessary skills, knowledge and experience to carry out their duties as efficiently and effectively as possible. This training will be discussed initially between the Chairman and Clerk/RFO.

The training and development of a newly appointed Clerk will typically be;

- Discussion with the Chairman and outgoing Clerk, as appropriate, prior to attendance at their first Council meeting to provide;
- an overview of the;
 - roles of Councillor, Chairman and Clerk/RFO.
 - standing orders.
 - financial regulations.
 - code of conduct.
 - policies of the Council.
 - other information deemed relevant.

the Clerk will be expected to study all of the documents in much greater detail than the overview provided.

- Issue of documents provided to Councillors;
 - Question and answer document for Councillors.
 - The Good Councillor's guide.
 - Book - Arnold Baker on Local Council Administration, this will remain the property of the Council.
 - Link to Council website that contains, amongst other things, the governance documents and procedures for the Council.
 - Code of Conduct.
 - Their Parish Council email address.
- Clerk/RFO access code and instructions for the Yorkshire Local Council Association (YLCA) website.
- Membership of the Society of Local Council Clerks (SLCC).
- Achieving either Institute of Local Council Administration (ILCA) then the Certificate in Local Council Administration (CiLCA) as appropriate, within 18 months of appointment.
- Other training and development activities will be identified by ongoing training needs analysis.

Volunteer Training

Clear identification of the tasks that volunteers will carry out must be undertaken prior to commencement. Volunteers are normally involved in activities such as a beach clean/litter pick and it is essential that the appropriate risk assessments are completed.

Briefings on relevant health and safety matters, scope of their work and on the safe use of any equipment provided by the Council prior to commencing the task will be undertaken.

Training & Development Activities

The Council recognises that not all learning is gained by attendance on a training course, there are many other ways of learning and achieving competence e.g., networking and learning from others in similar roles, reading journals, mentoring/being mentored, question & answer sessions and individual/group online learning to name just a few.

Training & Development financial budget

The Council has a training budget to cover the costs of relevant training required by the Clerk/RFO. Future training and development funding requirements are part of the overall annual financial budget review and setting process.

Training & Development Activity Feedback and Evaluation

To evaluate the value and effectiveness of training/development undertaken, the Council will;

- request those who have undertaken activities to give a verbal report on the learning outcomes and benefits to them and the Council. They should also recommend, or otherwise, the activity for other council members giving their reasons.
- training solutions will be evaluated in terms of cost effectiveness, quality and appropriateness.