

Horsley Parish Council

Training and development policy

This Training and Development Policy was reviewed and adopted by Full Council at its meeting on 26 February 2019. To be reviewed annually at the HPC Annual Meeting.

Horsley Parish Council is committed to the ongoing training and development of all its Councillors and Staff in order to ensure the council meets its statutory obligations and provides an excellent service to its community. To meet this commitment, the Parish Council will commit at least 1% of its precept per year to a training budget to ensure adequate training of staff and councillors.

Training of councillors and staff and attendance at development events is recognised as an indicator of a council's good governance and effective system of risk management.

Training needs

Identifying training needs will be driven by the council's aims and objectives and the requirements of the individual.

The need for training can be due to

- changes in legislation
- looking to achieve new or revised qualifications
- changes in systems, for example, accessing SDC planning applications
- introduction of new equipment
- new working methods and practices
- devolved services / delivery of new services
- complaints to the council

Training opportunities

Both staff and councillors will be able to attend training courses, workshops or seminars where suitable provision is identified.

The council expects its Clerk to undertake a programme of continuing professional development (CPD) to meet the requirements of the Local Council Awards Scheme and to become eligible for the General Power of Competence.

All new councillors will be given the opportunity to attend the 'Being a Better Councillor' course run by GAPTC, to gain an understanding of a councillor's roles and responsibilities and learn about the powers and duties of the Council.

All councillors will be given the opportunity to attend the 'Chairmanship Skills' course run by GAPTC, to find out what skills you need to be a Chair, the role of the Chair and gain knowledge in the laws and rules for managing meetings.

Requests for training should be made by email to all councillors. The request will be discussed at the next council meeting. The council will fund the training if it is considered appropriate, meets the needs of the council and there are adequate funds in the training budget.

Councillor who attend training will be reimbursed any expenses incurred and be granted travel expenses at HMRC rates.

Employees who are given approval to undertake external qualifications will be granted paid study time to attend courses and sit exams as well as travel expenses at HMRC rates, by prior agreement by the council.

Evaluation of Training and Development

As part of Horsley Parish Council's continuing commitment to training and development, councillors and staff will provide feedback on the value and effectiveness of the training they undertake, highlighting the key implications of new legislation and guidance and/or best practice, for the ongoing efficiency and effectiveness of the council.

Help for new councillors

The clerk will provide all new councillors of Horsley Parish Council with a pack including:

- Contact details for Horsley Parish Council members and the clerk
- The Code of Conduct for councillors
- Standing Orders and Financial Regulations
- Meetings calendar
- Details of the council website www.horsleyparish.co.uk and how to access HPC documents on the website.