

Roydon Parish Council Training and Development Policy

Reviewed: September 2022

Next Review: September 2024

Roydon Parish Council is committed to the ongoing training and development of all Councillors and employee(s) to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the Parish.

Roydon Parish Council:

Will identify training needs, through formal and informal discussions, in the light of the Council's aims and objectives to identify individuals' needs and identify the training to ensure compliance with all legal and statutory requirements.

Will ensure that the costs of training and appropriate professional membership fees are adequately covered as an annual budget item and this budget will be reviewed throughout the year.

Is committed to maintaining membership of the Norfolk Association of Local Councils in recognition of the training and support that it provides for offices, staff and Councillors.

Will hold a library of relevant publications offering advice and guidance on all aspects of local government.

Is committed to offering support to other Parish Councils in the local area and to work with other Local Councils in respect of the Diss and District Neighbourhood Plan.

Will engage with training providers to identify knowledge and skills gaps for all Parish Councillors and organise a continuous training programme to be reviewed annually.

Parish Councillors:

As a voluntary organisation the Council values the time given by its Councillors and this policy is aimed at maximising the rewards from that time by ensuring that they understand and enjoy the role that they undertake in the community.

Roydon Parish Council will ensure that new Councillors receive adequate training at the earliest opportunity in their term of office. Each Parish Councillor will be expected to keep their skills and knowledge up to date and encouraged to attend relevant training programmes.

Employees:

Roydon Parish Council will encourage employees to attend training and will pay reasonable expenses arising from such training and evaluate the effectiveness of this training.

A requirement of the role as Parish Clerk is to work towards the achievement of the status of Qualified Clerk (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.

The Parish Council expects the Clerk to undertake a programme of Continuous Professional Development (CPD) in line with the requirements of their requisite professional bodies.

Contracts of employment will include details of the Council's commitment to training and development and the Clerk is encouraged to be a member of the Society of Local Council Clerks.

The Clerk will report annually to the full Parish Council detailing training and development that has been undertaken and assessed for effectiveness.

The budget for training and development will be reviewed annually during the budget forecast process held in December each year.

An objective of the Training and Development Policy is for Roydon Parish Council to work towards and obtain accreditation under the Local Council Award Scheme.