

Training Policy

Statement of Intent for Members and Staff

“It is the intention of Herne & Broomfield Parish Council to encourage all council members and staff to have access to the appropriate training needed and to equip them with the appropriate skills and experience to meet both present and future needs in order to raise the standards of professional practice and to play a leading role in raising the status of local government. It is also the intention to promote and sustain learning and development through the continuing professional development (CPD) of its members and staff and requiring evidence of member involvement in ongoing professional development activities.”

Training Needs

Training needs are determined by:

- Changes in legislation
- Changes in quality systems
- New, or revised qualifications launched
- Professional error/mistake
- Accidents
- New equipment
- New processes/working methods
- Complaints to the Council
- A request from a Councillor or member of staff

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through annual staff appraisals.

The Parish Council will consider giving support for appropriate further education and professional qualifications including granting study leave for revision and examination days.

Training Resources

The Parish Council's policy is to pay for membership of professional bodies which include the National Association of Local Councils (NALC), the Kent Association of Local Councils (KALC), the Society of Local Council Clerks (SLCC) and the Institute of Local Council Management (ILCM), Action with Communities in Rural Kent, the County and Regional Training Partnership (C/TRP) and other bodies who all provide local council related training sessions and literature, as approved by parish council. Other resources include books, journals and other publications, the website and internet.

The Clerk delivers training sessions to the Councillors when a training need is identified and outside bodies e.g. Canterbury City Council Planning Department, KALC etc also hold training sessions.

The Parish Council holds a Training/Conference Attendance Budget (£3,000 for 2008/2009) which is reviewed annually.

Qualifications

The present Clerk holds the University of Gloucestershire Cert HE in Local Policy. Any future untrained Clerk will be expected to undergo training as follows:

Either:

- SLCC Working with your Council (distance learning)
- + CiLCA
- + Cert HE Local Policy

Or:

- Cert HE Local Policy

The present Clerk is a member of SLCC. Any future Clerk will be encouraged to seek membership of the Institute of Local Council Management, which is committed to CPD.

Measuring the Impact of the Training Attended

All members and staff attending conferences, seminars and training sessions are required to give a report of the event (personal evaluation) which is presented at the next Parish Council meeting and discussed if necessary.

The Parish Council recognises that CPD is not just about attending such events. Rather CPD should be regarded as an activity which has the potential to develop practice through critical reflection. As such members and staff will be expected to maintain a clear evidence record and evaluate all training events attended annually. A CPD Development Record form for this is provided.

January 2010