

Brixton Parish Council

Training & Development Policy and Statement of Intent

Brixton Parish Council is committed to providing a formal training and development strategy.

This ensures that staff and councillors are trained to undertake their duties and roles effectively and are kept up to date with new legislation.

To support this, funding is allocated to a training budget each year.



Training Needs

The types of training will differ between the Clerk and the Councillors. However, all are entitled to the following training:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the operation of Brixton Parish Council
- An understanding of the objectives and direction of the Council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings, seminars and conferences such as DALC, NALC, regional and national conferences relating to specific and relevant themes.

All new councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Councillors Details
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of policies

All new councillors are expected to attend a training course run by DALC (Devon Association of Local Councils) on basic induction & roles and responsibilities.

The Clerk will notify Councillors of appropriate training/briefing sessions.

Identifying Training Needs

Chair

The Chairman and Committee Chairman should be expected to undergo appropriate training in chairmanship as provided by Devon Association of Local Councils (DALC).

Councillors

The training need for all Councillors will be identified through an annual skills audit and personal development plans. Training needs will also become apparent as a result in changes in legislation and additional roles allocated within the parish council.

Clerk

The training needs for the Clerk will be identified through an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc.

Personal Development Plan

All Councillors and Clerk will have their own personal development plan which shows any further training that is required.

Resourcing Training

An allocation is made in the budget each year for training the Clerk and Councillors. The amount is reviewed annually. The Parish Council subscribes to DALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

Measuring the Impact of the Training

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the Clerk for future reference.

A training log for all Councillors and Clerk will be kept by the Clerk in order to record and monitor all training, which will include events, online courses, learning on the job and qualifications. Councillor logs will record all development activities such as attending conferences, undertaking formal training or reading about developments in the sector. The Clerk's training log will also incorporate CPD point's allocation.

Conclusion

This document will be reviewed annually Brixton Parish Council.

Policy adopted by Brixton Parish Council - 28th September 2016

Policy updated at the meeting of Brixton Parish Council 27th September 2017, 28th November 2018, 27th November 2019, 28th October 2020, 24th March 2021, 30th March 2022, 29th March 2023 and 27th March 2024

Kirstie Aldridge, Clerk to Brixton Parish Council