

Training and Development Policy

Adopted by the Community Council at the meeting of 15 June 2015
Reviewed March 2021 (Revision 2)

Rackheath Community Council is committed to training its staff and members. It recognises that well trained and informed officers promote good practise in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation 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 its members understand and enjoy the role they undertake in their community.

- The Community Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and formal and informal discussions.
- The Council will encourage its officers and all of its members to attend training meetings and pay expenses arising from such training.
- The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks. A training record will be maintained as evidence of training attended (appendix A).
- The training record will be maintained by the Clerk and shared with members quarterly to track how the Council is meeting its commitment. Details of upcoming training is shared with Councillors, by the Clerk, as it is received, and members can book themselves on or ask the Clerk to do so on their behalf.
- The Community Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- The Community Council will evaluate and measure the impact and effectiveness of all training.

- The Community Council will maintain a library of current publications on books offering advice concerning all aspects of local government (appendix B).
- The Community Council is committed to offering support to its local area Parish Councils.
- The Community Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
- Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks, which provides on going training for its officer members.
- The Community Council has a commitment to membership of the Norfolk Parish Training and Support, recognising that it is a lead provider locally in training for councillors and officers.
- The Community Council has a commitment for its Clerk to be a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers. This commitment could in the future extend to the Clerk's membership of the Institute of Local Council membership and to the CPD required to maintain membership of the Institute.
- The Community Council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

Appendix B

Book List

Title	Author	Publication Date
The Good Councillors Guide	NALC	2018
Clerks' Manual	SLCC	2019
Being a Good Employer	NALC	2016
The Good Councillor's Guide to Finance and Transparency	NALC	2018
Arnold Baker on Local Council Administration	Roger Taylor	2020
The Parish Councillors Guide 18 th edition	Paul Claydon	2003
The Local Council Clerks Guide 2 nd Edition	Paul Claydon	2004