

Training and Development Policy Sampford Courtenay Parish Council

Training Policy - staff and councillors

Sampford Courtenay Parish Council is committed to a programme of training and support for employees and councillors and recognises the importance training can play in the successful running of the council.

Employees (the Clerk)

On appointment

Training needs will be discussed with the recruitment panel. If the Clerk is new to the job of clerk, they should attend the DALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

Sector specific training

Consideration will be given to the Clerk undertaking the "Introduction to Local Council Administration Course" as offered by SLCC. This is a web-based training course.

Upon a request from the Clerk, consideration will be given to the Clerk undertaking the "Certificate in Local Council Administration" (CiLCA) as offered by SLCC. This is the professional qualification for Clerks and must be completed within a year of registration.

Consideration will be given to the Clerk attending the DALC 1.5 day course which assists with the CiLCA qualification

Financial support for sector specific training for the Clerk

The provision of financial support for the relevant clerk qualifications will be considered by the full council on merit at the time of application. If financial support is agreed, the Clerk will reimburse the council the cost of the training if they leave the position within a period of time to be specified by the Council.

Continuing Professional Development

In order to ensure continuing professional development, the Clerk will be encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the Council. Such training course will usually be run by DALC and take place locally. For example: Elections updates, Planning, budgets and precepts

Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by DALC within six months of appointment. The cost of attendance will be met by the Council.

New councillors will receive a copy of the council's policies and procedures. If required a briefing on the Code of Conduct can be arranged

In order to ensure continuing professional development, the Councillors will be encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the Council. Such training course will usually be run by DALC and take place locally. For example: Being a Good Councillor, Elections updates, Planning, budgets and precepts

Chair

Consideration should be given to the Chair attending the Chair course run by DALC. The cost of attendance will be met by the Council

Training budget

In order to ensure that identified training needs can be met, the Council will ensure there is a provision for training in each year's budget.

Adopted July 2022

Reviewed