



Kingston Parish Council

Training and Development Policy

Introduction

Kingston Parish Council is committed to ensuring that its Councillors and Clerk are trained appropriately to the highest standard and kept up to date with all new legislation to ensure that it continues to fulfil its duties and responsibilities.

Aim

The Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors and Clerk are suitably equipped with knowledge and skills to carry out their roles. Funds are allocated to a training budget each year to enable councillors and Clerk to attend training events and conferences relevant to their duties and the needs of the parish Council.

Training and Development Activity

Kingston Parish Council consists of seven elected councillors and employs a part-time Parish Clerk. Training and development will be regularly reviewed, but will contain as a minimum requirement:

a) For new councillors

Attendance at induction sessions by a recognised training provider which explain the role of Councillor.

Provision of a Council Information pack, containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the council and other information deemed relevant.

b) Councillor continuing training needs

Access to relevant courses provided by bodies such as KALC, KCC, ACRE.

Expenses for attending briefings, consultations, workshops and other general meetings for councillors.

Circulation of documentation such as briefings and newsletters/magazines.

c) For the Parish Clerk

For any new Clerk, an induction session and provision of copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the council and other information deemed relevant.

Any relevant training for the professional discharge of duties, such as IT, Legal powers, Finance and understanding the planning system.

Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by CCC and KALC.

Encouragement to participate in Continuous Professional Development (CPD) as part of the annual performance review process.

Provision of relevant publications eg. Clayden. P: Arnold Baker on Local Council Administration, which will remain the property of the Council.

Training Needs identification

Training needs will usually be identified by Councillors, Chairman and the Clerk. Training notices and course details will be distributed to all members of the council as appropriate for information.

Annually, the Council will formally review training needs at a meeting of the Parish Council.

Consideration will be given to offering Kingston Barn as a venue to training providers to maximise participation.

Purchase of relevant resources such as the 'Good Councillor's Guide' will be considered on an ongoing basis.

Review and Evaluation of training

Any Councillor or the Clerk attending training should provide feedback to the council on their return, highlighting any relevant material to Councillors with regard to the working of the Parish Council. Members' reports are to be added as an agenda item and discussed at the appropriate meeting.

Members attending self-funded training are welcome to provide feedback

A record will be kept of training attended. Training needs may need to be reviewed in the light of changes to legislation and other circumstances such as system changes or devolved services.

INFORMATION PACK FOR NEW COUNCILLORS

The Good Councillor's Guide

Parish Council contact list

Roles and responsibilities

Training Statement of intent

Dates of meetings for the year

Parish Council Code of Conduct

Standing Orders

Financial Regulations

Adopted procedures and policies

Recent Parish Council minutes

Date Policy adopted: April 2018

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