



Dodderhill Parish Council

DPC 21-004 Training and Development Policy

Dodderhill Parish Council recognises that training its Staff and Councillors will help deliver the highest level of service to parishioners.

The Council actively encourages and fully supports any relevant training and Continuous Professional Development the Clerk may wish to undertake.

Dodderhill Parish Councillors are expected to show a commitment to training and to partake specifically in training on areas that they are individually responsible for.

Prioritisation of training must be considered to meet the demands of the budget

To support this, a training budget will be set each year by the Council, depending on the anticipated requirements.

The Benefits of Training, Learning & Development

- Training improves the quality of the services and facilities that Dodderhill Parish Council provides.
- Training enables the Parish Council to achieve its aims and objectives; the Council hopes to achieve to work towards the Power of Competence and the Clerks training is absolutely essential to this.
- Training ensures processes and legislation are duly and accurately followed; the challenges presented to the Council this year by the GDPR and the new Audit Regulations will require additional training to ensure compliance.
- Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim be an encouraging, proactive and rewarding organisation to be part of.

Strategy

- It is the policy of Dodderhill Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of The Good Councillors Guide and Dodderhill Parish Council Induction, and they are expected to read them.



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- In due course all new Councillors are expected to attend the initial training for new Councillors before undertaking any other training.
 1. Training in 5p's
 2. Training in 3m's
 3. Roles and responsibilities
 4. GDPR

The Clerk is to notify new Councillors when these courses are taking place.

- Councillors are expected to attend ongoing training to keep them up to date with developments in policy and legislation, specifically with regard to finance and planning.
- The Clerk is required to work towards CiLCA as agreed in their acceptance of the position of Clerk. The Clerk is also encouraged to attend ongoing training to keep themselves up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning. Many of these issues are covered in training offered by local associations and it is the Clerks responsibility to ensure they attend relevant courses.
- From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow the Council will support the Clerk and Councillors in attending such training.
- Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chairman.

Publications

- The Clerk will be permitted to purchase (with authorisation) relevant publications that will assist them in their training and CPD. They are also encouraged to suggest useful publications to Councillors.

Remuneration

- Expenditure on training must be approved by the Full Council.
- Councillors are permitted to claim expenses for travel to and from training.
- The Clerk is permitted to claim expenses for travel to and from training. They are permitted to use her allocated hours to undergo training and claim additional hours should they need to do so.



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Budget

The Council Budget for training differs each year depending on the demands and requirements of the budget. The budget for the 2021/22 year is £700.

All training approved at a full Parish Council meeting with individual training being costed against collective training, the latter of which should be agreed if it is more economically viable.

Review and record

The clerk will endeavour to keep an annual record of training that has been completed by Councillors and Clerk. This Policy is to be reviewed annually.