Spooner Row, Suton & Wattlefield
Community Council
Where community matters

Spooner Row Community Council

Training and Development Policy

Spooner Row Community Council is committed to providing employees and members the access to necessary training and development opportunities to ensure that the council can meets its aims and objectives.
The development of skills and abilities of staff and councillors will result in the delivery of high quality services, the efficient management of those services and the compliance with and utilisation of legislative powers.

The council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role.

Council's Commitment
Spooner Row Community Council makes the following commitments:
- To develop employees and members to achieve the objectives of the Council.
- To regularly review the needs of, and to plan training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

Training Needs
Employees
- Induction training will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the council's commitment to training.
- Current or any new clerk to be intent on achieving CiLCA or equivalent. The Clerk's subscription to be a member of the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).to be maintained by the council.

CiLCA holders are encouraged to log Continued Professional Development with SLCC.

- Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council.
- Relevant additional training may be requested or required at any time.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aim of the council.
- Attendance of local Clerk Networking meetings such as Clerks forums and briefings. The council will support attendance of 6 per year in person.

Council Members

- Members folder will be provided for all newly elected members setting out the council's policies and procedures this will be completed in the week after the acceptance of office.
- Given a copy of, or link to 'the Good Councillor guide.'
- Training requirements for members will usually be identified by the Chair and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.
- Newly elected members are encouraged to attend a 'New Councillor Course', it is preferably in person within 3 months of acceptance.
- Councillors who should attend one training session per year and a general refresher every 2 years. Councillors are encouraged to identify areas they wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training may be provided on an ad-hoc basis.
- The Chair and Vice Chair are to attend to attend a 'Chair' course within 3 months of taking office unless they have taken the course within the last 2 years.
- Feedback to the Clerk after any course will help us identify courses that are most suitable.

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Training Resources

An annual budget will be set for employee training and councillors training. Courses will be booked by the Clerk.
Councillor training will be and authorised by the Clerk. The Clerks Training will be authorised by the Chair.
All employees or members attending training may claim travel expenses at HMRC rates.

The council will ensure that membership fees for NALC, SLCC and NPTS are included annually within the budget.
Training providers for both employees and councillors include, but not limited to:

- National Association of Local Councils
- Norfolk Association Local Councils
- Norfolk Parish Training and Support.
- Regional and National seminars/conferences
- Principal Authorities
- Society of Local Council Clerks

Common Resources

Spooner Row Community Council will subscribe to relevant publications giving access to advice services of, NALC, NPTS & SLCC
Spooner Row Community Council will ensure there are relevant up to date publications such as Arnold Baker on Local Council Administration (Twelfth Edition) and the Clerk's Manual for use by the Clerk
Local Council's Explained by Meera Tharmarajah for reference and use by the whole Parish Council (when in print)

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