

TOVIL PARISH COUNCIL

15. STAFF AND COUNCILLOR TRAINING POLICY

REVIEWED: 20.4.2023

MINUTE REF: 183/22



Tovil Parish Council Staff and Councillor Training Policy is in place to enable the Council to operate and maintain a high level of performance. The development of skills and abilities of the staff and Councillors will result in the delivery of high quality services, the efficient management of those services and the compliance and utilisation of legislative powers.

Tovil Parish Council are committed to developing employees and members in order to achieve the Council objectives. The Council will regularly plan training development for staff and Councillors. The Council will regularly evaluate the investment in training and training budgets.

Councillors

All Councillors will be provided with a folder containing the following documents:

- Councillors Contact Form
- Document Checklist
- Office Contact Details and Opening Times
- The Code of Conduct¹
- Standing Orders²
- Financial Regulations, Policies and Procedures
- The Good Councillors Guide
- Council Policy and Procedures
- Human Resources Policies and Procedures
- Policies and Procedures referring to the General Data Protection Regulations
- Committee Terms of Reference

A Councillors contact form and document checklist will be provided with the folder, Councillors will complete both forms and return them to the Clerk. This is to ensure that Councillors have read and understood all the documents they will use during their term of office.

¹ The Localism Act 2011 s27

² The Local Government Act 1972 Sch 12 Para 42

All Councillors will be given three dates to choose from to attend the KALC (Kent Association of Local Councils) Dynamic Councillor Course. Training requirements for Councillors will be identified by the Clerk in consultation with the Chairman. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council. The Chairman and Vice Chairman are also encouraged to attend the KALC Chairman course upon their acceptance of office.

Staff

New Staff will receive their contract of employment and job description on the day their employment commences³. All employees will receive an induction folder with the following documents:

- Document Checklist
- Office Contact Details
- The Code of Conduct⁴
- Standing Orders⁵
- Financial Regulations, Policies and Procedures
- The Good Councillors Guide
- Council Policy and Procedures
- Human Resources Policies and Procedures
- Policies and Procedures referring to the General Data Protection Regulations
- Committee Terms of Reference

Staff will need to read the documents and then sign the checklist to confirm they understand them, this list then needs to be returned to the Clerk.

The Clerk is to hold or be working towards CiLCA or equivalent and also hold membership to the SLCC. Training undertaken should be no less than the minimum requirement of continuous professional development. Staff training requirements will be identified during the annual appraisals, additional training may be requested by Full Council. Council employees are encouraged to be proactive in identifying their own training and development needs. Appraisals will be carried out by the Human Resources Committee and/or the member of staffs line manager.

³ The Employment Rights Act 1996 Part 1 s2(b)

⁴ The Localism Act 2011 s27

⁵ The Local Government Act 1972 Sch 12 Para 42