



## **Training and Development Strategy**

### **1. Introduction**

This document sets out the Parish Council's commitment to develop its employees and Councillors.

Objective:

"To develop the capability (knowledge, skills and behaviours) within the Council required to achieve the Council's priorities now and, in the future, and to deliver an effective and efficient service to its residents."

### **2. Local Council Award Scheme**

The Local Council Award Scheme (formally Quality Parish) sets out a criteria representing council improvement through management and development of staff and councillors, which is reflected in this document.

### **3. Record keeping**

The Local Council Award Scheme requires Councils to record all training undertaken by employees and Councillors within the last year. The Clerk & Executive Officer is responsible to maintaining and updating this record.

### **4. Councillor development**

#### **a. New Councillors**

New Councillors joining the Council, following election or co-option need to be supported and encouraged to undertake training.

The Hampshire Association of Local Councils (HALC) provides training for new Councillors. The aim of the training is to equip them with the core skills and knowledge to be an effective Councillor and the confidence to engage in local democracy and identify areas of interest.

New Councillors will be encouraged to undertake training to enable them to understand the role of Parish Councils in the planning process and its relationship to the Planning Authority.

New Councillors will be supported by the Clerk & Executive Officer and Responsible Financial Officer (RFO) and a senior Councillor acting as a mentor.

New Councillor  
Training and Development Commitment

Commitment	Target Timescale	By whom
To nominate a senior Councillor mentor	Within a week	Clerk & Chairman
To provide a new councillor pack	Within a week	Clerk
That all new Councillors will undertake training designed to equip them with the core information they require to enable them to develop into effective Councillors.	Within the first 6 months after their election or Co-option.	Clerk
That all new Councillors with an interest in Planning will undertake training to enable them to understand the role of the Parish Councils in the planning process, within the first 6 months of their election	Within the first 6 months after their election or Co-Option.	RFO
Councillors who may not have an interest in Planning will still be encouraged to undertake training.	Within the first 12 months after their election or Co-Option.	RFO

b. Existing Councillors

Existing Councillors should be encouraged to continue their development as Councillors throughout their term. As the legislative framework of Councils evolves so will the role, responsibilities and constraints of our partner organisations, it is important the Councillors are informed and equipped to manage change and recognise opportunities.

Councillors can keep up to date through a variety of ways including, sector publications, Officer Reports to Council & its Committees, attending conferences and finally training provided by external organisations such as The Hampshire Association of Local Councils and East Hants District Council.

Councillors with specific roles including Chairmanship will be expected to undertake appropriate training.

It is recognised that some Councillors undertake training in their working environment which is transferable to the Parish Council.

Existing Councillors  
Training and Development Commitment

Commitment	Target Timescale	By whom
Councillors are enabled to continue their development through the allocation of resources for training.	Budget setting (Oct/Nov)	Clerk & Chairman
New and existing Chairman (who have not attended training) of Council & Committees are expected to attend Chairman Training.	Prior to taking on the role	Chairmen of Council & Committees
Councillors should participate in a minimum of 2-4 hours' relevant training per year	With the last year	Councillors & Clerk
To return certificates of attendance to the Clerk for the council's training record.	After each training event	Councillors
To inform the Clerk of any training of relevant undertaken outside the Parish Council.	After each training event	Councillors

## 5. Employee development

Ongoing training and development ensures Council employees have the up-to-date knowledge and skills to be effective in their role, remain motivated and develop new ideas that benefit the Council and the communities it serves.

Officers are expected to be proactive in identifying their training needs and research the opportunities to meet them. The Clerk & Executive Officer in particular is required to achieve 12 Continuing Professional Development (CPD) points during the year, as part of the criteria for the Foundation Award of the Local Council Award Scheme.

There are a number of sector qualifications which local council employees can obtain including the Certificate in Local Council Administration (CiLCA). Headley Parish Council requires that its Clerk & Executive Officer either holds or is willing to work towards a recognised local council sector qualification, when in post.

Commitment	Target Timescale	By whom
That the Clerk & Executive Officer holds or is working towards a recognised local council sector qualification.	To register for a Sector qualification within 12 months of being in post.	Chairman & Clerk
That all new office based employees, with no previous experience in the sector are expected to undertake training designed to equip them with the core skills required to undertake the role in the first 6 months.	Within 6 months of being in post.	Post holder & Clerk

That the Clerk & Executive Officer achieves 12 Continuing Professional Development (CPD) points during the year.	Over the previous year	Clerk & Executive Officer
That the Responsible Financial Officer (RFO) achieves 8 Continuing Professional Development (CPD) points during the year	Over the previous year	RFO

## 6. Performance review

Employees' performance will be reviewed annually during the month of March.

Post	Reviewer	Reporting to
Clerk & Executive Officer	Chairman and Vice- Chairman of the Council	Finance & Policy Panel including staffing
Responsible Financial Officer	Clerk & Executive Officer	Finance & Policy Panel
Playground Monitor	Clerk & Executive Officer	Finance & Policy Panel

Conversations around performance are an essential part of a Clerk & Executive Office role. Where there are any concerns around performance, they should not gloss over or avoid them. Raising concerns early can nip issues in the bud before they escalate further.

A performance review will review the previous year's objectives, set measurable objectives for the forthcoming year (refer to Setting Objectives), and identify any training or development needs. The Clerk & Executive Officers objectives should link with the Councils Forward Plan. The completed form should be agreed by both the employee and appraisers and signed by both. All employee reviews will be reported the Finance and Policy Panel in June as a confidential item, informing the budget process commencing in September. This process will proceed regardless of the publication of the NJC salary scales for forthcoming year. These rates will be updated when available.