

Belton in Rutland Parish Council

Beltonparishcouncil@gmail.com

Sophie Turner (Clerk) – Colin Gordon (Chair)

Implemented 01/03/2023

Reviewed 02/2024

Training Statement of Intent

Belton in Rutland Parish Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision in accordance with the Council Constitution, as well as ensuring Council is kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

Policy Statement

Belton in Rutland Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils. Councillor and staff development should be recognised as an integral part of the Council's business.

Scope

Belton in Rutland Parish Council consists of 7 Councillors and employs one part-time Parish Clerk. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

For Councillors

- a) Attendance at induction sessions explaining the role of Councillors
- b) Provision of (Digital) Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c) Attendance at LRALC's 'Off to a Flying Start' training course for new Councillors
- d) Circulation of documentation such as briefings and newsletters/magazines to all Councillors

Clerk

- a) Induction sessions explaining the role of Clerk

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- b) Provision of (digital) copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c) Attendance at a 'New Clerk's' training course or similar
- d) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments
- e) Regular feedback from the Chairman of the Council in their performance

Resourcing training

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. Belton in Rutland Parish Council has a subscription to Leicestershire and Rutland Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences. Purchases of relevant resources such as publications will be considered on an ongoing basis.

Review of Training

Training will be reviewed at a minimum annually, and in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers. The Clerk will maintain a record of training attended by themselves and Councillors.