



PARISH  
COUNCIL

*Training and Development  
Policy*

Document Configuration Management & Control

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# Training and Development Policy

## Introduction

Hilton Parish Council is committed to the training and development of both Councillors and staff, to allow them to maintain a high standard of performance and achieve the proper level of service for the people of Hilton, as well as keeping up to date with all new legislation.

## Statement of Intent

Hilton Parish Council is committed to fulfilling its duties and responsibilities to its parishioners professionally. Accordingly, it is the Council's intention that the Councillors, Clerk, and other staff will be equipped with the knowledge and skills to carry out their roles effectively and competently. The Council will procure or provide training as it deems necessary and relevant.

## Training and Development Activity

Hilton Parish Council consists of 9 elected Councillors, one part-time Clerk & Responsible Financial Officer (RFO) and one part-time Maintenance Person. On occasion, volunteers provide invaluable support for the Council. Training and development for each of these groups will be regularly reviewed.

## Training and Development for Councillors

- The Clerk will provide a welcome pack for new Councillors which will include:
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - List of policies available on the Council website
  - Contact details for the Councillors and Clerk
  - Meetings calendar
- Attendance at a Cambridgeshire and Peterborough Association of Local Councils (CAPALC) Councillors training event
- Specialist training according to need and role in the Council and committees such as planning, finance, or Chairmanship
- Access to relevant courses provided by external bodies such as Cambridgeshire County Council (CCC), Huntingdonshire District Council (HDC) and CAPALC
- Expenses for attending briefings, consultations, or other general meetings for Councillors in Cambridgeshire.

- Circulation of documentation such as briefings and newsletters.

### Training and Development for Clerk & RFO

- Induction session explaining the role
- Welcome pack containing:
  - Contract
  - Disciplinary and Grievance Policy
  - Health and Safety Policy
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - Other policies of Hilton Parish Council
- Attendance at a CAPALC Clerks: The Knowledge course or similar
- Gain the Certificate in Local Council Administration (CiLCA)
- Other training relevant to the role of Clerk & RFO, e.g., planning, finance, or IT, identified through the annual appraisal
- Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), CAPALC, HDC or CCC.
- Subscription to relevant publications and advice services
- Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council
- Expenses for attending briefings, consultations, training, and any other general meetings

### Training and Development for Maintenance Person

- Induction session explaining the role
- Welcome pack containing:
  - Contract
  - Induction Document
  - Disciplinary and Grievance Policy
  - Health and Safety Policy
  - Lone Working Policy
- Relevant training, e.g., manual handling, use of ladders, machinery
- Any other training relevant to the role of Maintenance Person identified through the annual appraisal
- Expenses for attending training

### Volunteers on Parish Council Business

- Briefings on Health and Safety matters and their scope of work

- Assessment of their ability to complete the task including risk assessments (see Health & Safety Policy)
- Briefing on the safe use of any equipment

### Training Needs Identification

Training needs for Councillors will usually be identified by themselves, the Chairman, or the Clerk. Opportunities to attend courses will be investigated by the Clerk and presented to the Council.

Training needs for the Clerk and the Maintenance Person will be identified through the recruitment process, formal and informal discussions, and the annual appraisal. The Clerk will be expected to keep up to date with developments in the sector and highlight to the Council any training requirements.

### Resourcing Training

Annually, an allocation will be made in the budget as required to enable reasonable training and development.

Annually the council will consider an allocation in the budget for the payment of subscriptions to the SLCC and CAPALC to enable the Clerk and Councillors to take advantage of their training courses and utilise their advice services.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

### Evaluation

All training undertaken will be evaluated by the Council to assess its relevance.

The Clerk will maintain a record of all training attended by themselves, Councillors, or the Maintenance Person.