

## APPENDIX D

### WALTON ON THE WOLDS PARISH COUNCIL

#### TRAINING AND DEVELOPMENT POLICY 2024

Walton on the Wolds Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to the residents of the Parish in a professional manner. To that end, the council's intention is that councillors and the clerk are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. The council will procure or provide such training and development opportunity as it deems necessary for the delivery of its work.

#### **TRAINING FOR COUNCILLORS:**

1. Attendance of the councillor training course at the LRALC (in person or online) is expected as soon as possible after taking office.
2. Attendance at other courses run by the LRALC or other similar bodies is to be encouraged where relevant.
3. Councillors to read all relevant council policy documents including, but not limited to, Standing Orders, Financial Regulations, Code of Conduct, Equality Policy and Data Protection Policy.
4. The chairman of the council should attend the LRALC Chairman's training, either in person or remotely, as soon as possible after taking office.
5. All requests for training should be submitted via the clerk who will keep an up to date training record for councillors.

#### **TRAINING FOR THE CLERK/RFO:**

1. Attendance at the LRALC's 'Clerk 1, 2 & 3' courses as soon as possible after taking up employment is expected if this has not been undertaken previously.
2. The clerk will be expected to gain a qualification in Local Council Administration (CiLCA) as soon as possible after taking up employment.
3. The clerk is expected to attend a cemetery management course (or equivalent) as soon as possible after taking up employment.
4. The clerk should be encouraged to attend any relevant courses offered by the LRALC to improve/refresh their knowledge and skills.
5. To attend regular online operational meetings for clerks via LRALC/LCC either in real time or a by watching a later recording.
6. To attend Borough Council parish liaison meetings ,either in real time or a by watching a later recording, where offered.
7. Regular reading of the The Clerk magazine.
8. Reading all LRALC 'Round Robin' emails and news updates, and all SLCC emails and newsletters.

9. The clerk should keep a training record throughout the year.
10. A budget should be set for clerk training each year.

## **IDENTIFICATION OF TRAINING NEEDS:**

### **Councillors**

Often councillors will identify training needs themselves. The clerk and the Chair should also advise on the training available to councillors. Any courses should be brought to the attention of the council. Councillors should understand that training is an ongoing process and should be undertaken on a regular basis so that councillors can better understand the law, finances, and general running of a good practice parish council.

### **Clerk/RFO:**

Once appointed the training needs for the Clerk will depend on previous qualifications and experience/training courses already attended. Training must continue even for experienced qualified Clerks to keep them up to date. The chairman will, from time to time, advise on areas that need to be focused on.

Adopted at a meeting of the Parish Council held on 3<sup>rd</sup> June 2024

Minute ref