



BARHAM PARISH COUNCIL

Training and Development Policy

Barham Parish Council is committed to ensuring that all its Councillors and staff are trained to enable the council to fulfill its duties and deliver services to the public to make Barham a better place to live, work and visit. The council recognises that by promoting best practice through means of training and development, Councillors and staff will be better equipped to undertake their duties to deliver these objectives.

As elected officials the council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time, ensuring that its Councillors understand and enjoy the role they undertake and are properly equipped for it.

As a corporate body with specific powers and duties under law it is essential that all Councillors and staff are provided with adequate and relevant training and kept up to date with all new legislation.

Volunteers working on behalf of, but not employed by, the Parish Council must be over the age of sixteen. Anyone under the age of sixteen accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person's safety.

1) Volunteers must be trained to be able to conduct the role required. The exact nature of the training will depend on the role. It is not possible to detail what constitutes "adequacy" as requirements will vary according to

- (a) The job or activity
- (b) The existing competence of volunteers
- (c) The circumstances of the work (e.g., the degree of supervision)
- (d) The tools and /or equipment being used.

The Clerk will be responsible for ensuring adequate training and supervision is in place or delegated to a lead Councillor of the event. The standard of training must be sufficient to ensure the Health & Safety of the volunteer and any people who might be affected by the work, as far as is reasonably practicable.

2) Volunteers, if working for only a few hours to help at an event or similar, must still be informed about the task and purpose, health & safety, and supervision arrangements. Responsibility for this rests with the Clerk.

Barham Parish Council will:

- Provide contracts of employment and job descriptions to its staff which will include details of the council's commitment to training and development.
- Identify training and development needs for its staff by way of a staff appraisal once a year.
- Identify training needs in relation to the council's objectives and specific development needs of the individual via induction programmes, appraisals, one to ones, formal and informal discussion, questionnaires, and any other means deemed appropriate. Any training and development opportunities are to be investigated by the clerk and presented to full council.
- Evaluate the effectiveness of specific training events by attendee feedback and by means of appraisals, one to ones and formal and informal discussion.
- All staff and Councillors will maintain a training record of any training & development activity undertaken.
- Make its staff and Councillors aware of any opportunities for training and continuous development.
- Encourage its staff and Councillors to consider and identify their own development needs considering any specified skills for their roles and through supervision and discussion.
- Have access to relevant learning materials and reference books obtained by the parish council.
- Encourage its staff and Councillors to accept the opportunities presented to maintain and improve their knowledge and skills.
- Set aside a realistic budget for training of its staff and Councillors to meet the council's objectives.
- Pay the annual subscription to the Kent Association of Local Councils (KALC) to enable the council to take advantage of the resources available including their training courses and conferences.
- Pay the annual subscription to the Society of Local Council Clerks (SLCC) to enable its staff to take advantage of the resources available including their training courses and conferences.
- Ensure volunteer staff are given a risk assessment of the proposed tasks they are offering to undertake and request them to sign if they

have been sufficiently trained and instructed or confirm that they are competent to conduct the work they are offering to undertake, these forms shall contain wet signatures and kept on record.

Clerk and Responsible Finance Officer Training

The role of the Clerk and Responsible Financial Officer are key to the Council acting lawfully and meeting its objectives. Therefore, it is essential that these roles are fulfilled by employee's who are fully trained and competent to be able to perform the duties required of them.

Training Requirements	Frequency
The Clerk/RFO to receive a proper induction programme prior to commencing duties	Upon joining the Council.
Introduction training on the website to enable the Council to comply with the Transparency Code	Upon joining the Council and refresher updates as required.
Health and Safety to include individual responsibilities for Lone Working	Annually
The Clerk will be, or working towards becoming, a qualified Council Clerk with a Certificate in Local Council Administration (CiLCA) as a minimum requirement and the Council will provide appropriate training and support to enable this to be achieved	ASAP following appointment to the Council.
Audit and Financial Management Training	Upon joining the Council and refresher updates as required.
Health and Safety Competent Person Training to ensure that the employee can write and review risk assessments	Upon joining the Council and refresher updates as required.
Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and National Association of Local Councils	As required
Training on any new, relevant legislation or government guidelines	Ongoing

Councillors Training

Training Requirements	Frequency
On induction all new Councillors will receive an information pack provided by the Clerk containing the following documents to allow Councillors to undertake their duties upon acceptance of office. ○ The Good Councillors Guide ○ Standing Orders ○ The Code of Conduct Policy ○ Financial Regulations ○ List of Parish Council Powers and Duties ○ Minutes of the latest Parish Council Meeting ○ Council member names and email contacts ○ Training & Development Policy ○ Meetings Timetable	Upon joining the Parish Council
All new Councillors will be offered and encouraged to attend the “Dynamic Councillor” course provided by KALC	Upon joining the Parish Council
Finance committee should be offered the option of local council finance related training, such as budgeting and setting the precept.	As required
Councillors are given the opportunity for training on topics such as the local planning system, data protection and freedom of information provided by KALC	As required
Health & Safety training including risk assessments and training on the use of equipment such as the Parish defibrillator	As required
Training on any new, relevant legislation or government guidelines	Ongoing
Councillors will be encouraged to attend ongoing development training provided by KALC	Ongoing

Volunteer training

Training requirements	Frequency
Manual handling if carrying heavy objects to avoid injury	As and when required
Working at any given height – on a ladder or other elevated position	As and when required
How to set up a gazebo or banner to avoid injury	As and when required
Health and Safety	As and when required
Basic first aid	As and when required