



NEWICK PARISH COUNCIL POLICY STATEMENT OF INTENT FOR TRAINING FOR COUNCILLORS AND THE CLERK / OTHER EMPLOYEES

The objectives of this policy statement are:

- To enhance the quality of service delivery by the Council through encouraging its employees and councillors to achieve high standards of performance.
- To help all employees and councillors develop to their fullest attainable level of potential and achieve job satisfaction for the Clerk and satisfaction for councillors with the decisions they are making on behalf of the community.
- To acknowledge that individual appraisals lead to improved performance, professional development and better employment relations.
- To demonstrate that Newick Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation and policy. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

Meeting the objectives

Newick Parish Council employs one part-time staff member (the Clerk).

The Finance and General Purposes Committee will be responsible for monitoring and meeting the training needs of staff and councillors. Staff training will be identified for the Clerk through the annual appraisal process. The Clerk will provide the Council with details of training providers and costs.

The Council will ensure and encourage the Clerk to meet his/her training requirements.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.

The Clerk will provide an induction meeting for all new councillors and endeavour to ensure that all new councillors attend a new Councillor's Training Session organised by Sussex & Surrey Association of Local Councils (SSALC). The Clerk will also ensure that an Information Pack, containing information of the council business, Financial Regulations and Standing Orders is given to all councillors after their appointment to the council.

The Council has agreed that the courses organised by SSALC and SLCC (Society of Local Council Clerks) satisfy its requirements for councillors' and Clerk's training. It has also identified that where possible all councillors should attend an Initial Briefing in Councillors' Responsibilities together with training on planning legislation and policy. In addition courses in finance, employment law and any other relevant matters will be made available to councillors as appropriate.

The Clerk, will be encouraged to attend Clerks' Networking Days to keep abreast of changes to policies and legislation and benefit from networking and information sharing opportunities.

In addition the Council will send representatives and the Clerk, where possible, to briefing sessions organised by East Sussex County Council, Lewes District Council, Action in Rural Sussex and other bodies, as appropriate.

It is recognised that some councillors may find it difficult to attend training during the daytime because of work commitments. However, other ways to overcome this will always be explored.

The Council will pay membership fees for the Sussex Association of Local Councils (SALC) and to the Society of Local Council Clerks (SLCC) as both are recognised as providing excellent training for councillors and Clerks.

Approved 26th July 2016

Signed:.....
Chairman
Newick Parish Council