# Ockbrook and Borrowash Parish Council

# Councillor/Staff Training and Development Policy.

This Staff and Councillor Training Policy outlines the training and development (or continuous professional development) that staff and Councillors can expect to receive.

Engaging in learning, training and development is essential in gaining experience and enabling both staff and Councillors to understand their role and contribute fully to the democratic process.

Training will be given on a first come first served basis, providing it is relevant and the costs can be met from within the available training budget. This is set annually and the current expenditure is reported through the monthly financial reports.

### **Councillors.**

Many of the recommended training courses are run by the Derbyshire Association of Local Councils (DALC). Ockbrook and Borrowash Parish Council will pay for any training involved/required.

The following training is required for new Councillors:

* Essential Councillor Training – This must be completed within 6 months of attaining office.
* Any Councillor training, such as provided by DALC.

Further development:

* Chair Training
* Refresher courses for all councillors where appropriate.

Any training or educational opportunities will be notified to Councillors by email or via the DALC circular from the Parish Clerk. If you wish to attend a certain training course you must let the Clerk know as soon as possible for a place to be booked. If you are booked onto training that the Council are paying for, you must make sure that you attend that training.

Councillors that attend training sessions are expected to brief the Clerk/Council on the effectiveness of the training given and specifically bring to the Clerk’s attention any new legislation changes covered by the training course.  This will help ensure the Clerk remains current on changes and can instruct Councillors accordingly.

### **Staff.**

To ensure that Ockbrook and Borrowash Parish Council can deliver the appropriate services to the community it is essential that all employees are fully trained to perform their roles to the highest level. The responsibility for growth and development is shared between employees and the Council. Ockbrook and Borrowash Parish Council will support employees to develop the skills and experience needed for their roles, working with employees to develop their abilities; identifying time and budgets to enable this to happen.

Employees who wish to be nominated for a training course should discuss this in their appraisal. The Clerk will undertake an annual appraisal with employees and the Clerk’s appraisal will be undertaken by the Chair, or in the absence, the Vice-chair. Appraisals are used to review the past year’s performance, plan for the coming year and identify any training or development needs. Training must be relevant to Ockbrook and Borrowash Parish Councils needs and/or service delivery and each request will be considered on an individual basis.

For approved courses employees can expect the following to be paid:

* The course fees.
* Examination fees.
* Associated member fees.
* Travelling expenses.
* Payment for the time on the course.

Records of all training undertaken by employees will be kept in the personnel file of each member of staff.

### **Ockbrook and Borrowash Record of Continuous Development**

### Name:

## Position:

## Covering the period from:

## To:

|  |  |  |  |
| --- | --- | --- | --- |
| **What did you do?** | **What did you learn from this?** | **How Have/ will you use this? How will OBPC change or improve** | **Points allocated** |
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### **Continuous Development Points.**

## All Clerks whose Councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the Councils application for an award. For this there are some types of activity that carry a minimum point allowance per year. Plus, at least three points must come from a qualification, in-house assessment or training course.

## The grid below can help you assess how many points you have achieved and clearly illustrates this to the accreditation panel for a Local Council Award.

|  |  |  |
| --- | --- | --- |
|  | **Maximum Points** | **Points Achieved** |
| Qualifications | 12 |  |
| In-house assessments | 12 |  |
| Learning at work | 6 |  |
| Attendance at conference and training events | 12 |  |
| Reading and e-learning | 6 |  |
| Developing the sector | 4 |  |
|  | **Total CPD points** |  |
|  |  |  |
| At least 3 points have come from a qualification or a training event |  | Yes/no |