

# GREAT LIVERMERE PARISH COUNCIL

## CLERK TO THE COUNCIL

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Roundstone House  
Livermere Road  
Great Barton  
Bury St Edmunds  
Suffolk IP31 2SB

## **GREAT LIVERMERE TRAINING AND DEVELOPMENT POLICY**

### Statement of Intent

Great Livermere Parish Council recognises that its most important resources are its Councillors and staff. The Council encourages both to enhance their knowledge and qualifications through training and development so as to enable them to make the most effective contribution to the Council's aims in serving the community of Great Livermere.

Some training is necessary to ensure compliance with all legal and statutory requirements. 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.

### Approach

Great Livermere Parish Council employs the Clerk to the Council, who is also the Responsible Financial Officer. Training needs will therefore cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.

1. The Clerk will be offered, and encouraged to attend, all training opportunities deemed by the Council to be pertinent to the role.
2. The Council will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. The training and development requirements of the Clerk are identified through the annual appraisal process.
3. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff. The Clerk and Responsible Financial Officer, will be expected to attend the 'New Clerks Course' as soon as possible upon appointment.
4. The Clerk will be expected to attend relevant training events and councillors can attend training events which are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to attend. The Clerk will circulate 'The Local Councillor' newsletter so as to keep Councillors informed of legislative changes and developments in the sector.

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5. New councillors will be encouraged to have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guide, Standing Orders, Financial Regulations, the adopted Suffolk Code of Conduct and all adopted policies. Information regarding compliance with current legislation will be available to be read via the Parish Website. The Parish Council will promote training opportunities in accordance with each individual's personally perceived needs where those needs are agreed by the council to be pertinent to their role as a councillor.

As a minimum, all councillors will be required to undertake 'New Councillor' training on first appointment.

#### Evaluating and monitoring

1. Evaluation of training can be achieved by staff/councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and cascade the key implications of new legislation, guidance and/or best practice.

It will be the responsibility of the Clerk to maintain a continuing professional development record and for other staff/councillor to keep a note of their attendance.

2. This policy will be monitored and reviewed regularly by the Council.

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