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## TRAINING AND DEVELOPMENT POLICY

This Policy was adopted by Kennington Community Council (the “Council”) at its meeting held on 13 April 2022.

### 1 INTRODUCTION

Kennington Community Council is committed to the training and development of its Councillors and staff, in order to achieve its aims, objectives, priorities and vision in accordance with the Council Standing Orders, as well as ensuring the Council is kept up to date with all new legislation.

To support this, funds are allocated to a training budget annually to enable Councillors and staff to attend training and conferences relevant to their office. Prospective Councillors and applicants for staff positions should be made aware of the content of this policy and the expectations placed upon them contained within.

### 2 POLICY STATEMENT

- 2.1 Kennington Community Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council’s intention is that all Councillors, the Clerk, and any other staff of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices.
- 2.2 The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

### 3 TRAINING & DEVELOPMENT ACTIVITY

Kennington Community Council consists of 16 elected Councillors and employs staff in the capacities of Clerk/Responsible Financial Officer and other support functions. In addition, volunteers provide invaluable support for the Council’s work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

#### 3.1 Councillors

- Should attend induction sessions which explain the role of Councillors
- Should attend KALC’s ‘The Dynamic Councillor’ training course for new Councillors
- Should attend courses relevant to any Committee they are appointed to
- May claim expenses for attending briefings, consultations and other general meetings for Councillors in Kent

##### 3.1.1 In support of this the Council will:

- Provide an online Councillor Information Handbook containing Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and other information deemed relevant
- Make available relevant courses provided by external bodies such as Ashford Borough Council, Kent County Council and the National (NALC) and Kent (KALC) Associations of Local Councils
- Make available access to the Members areas of the NALC and KALC websites



- Circulate documentation such as briefings to all Councillors

### **3.2 Non-Councillors appointed to Committees of the Council**

- The provisions outlined in 3.1 will apply as appropriate to the Councillor's role and their prior knowledge, at the discretion of the Council.

### **3.3 Clerk/Responsible Financial Officer/Assistant Clerk**

- 3.3.1 Will attend Induction sessions explaining the role of Clerk/Responsible Financial Officer/Assistant Clerk
- 3.3.2 Will attend a 'New Clerk's' training course or similar
- 3.3.3 Will attend briefings on relevant health and safety matters and the scope of their work as soon as practicable after their appointment
- 3.3.4 Complete the Introduction to Local Council Administration (ILCA) certification and gain the Certificate of Local Council Administration (CiLCA) within an agreed period from the start of appointment
- 3.3.5 Attend other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments
- 3.3.6 Attend relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), National (NALC) and Kent (KALC) Association of Local Councils, County and Borough Councils.
- 3.3.7 May claim expenses for attending briefings, consultations and other general meetings for Councillors in Kent
- 3.3.8 In support of this the Council will:
  - I. Provide copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies of the Council and other information deemed relevant
  - II. Pay for subscriptions to relevant publications and advice services
  - III. Provide copies of the Local Council Administration handbook and other relevant publications, which will remain the property of the Council
  - IV. Arrange mentoring opportunities with suitably qualified Clerks from neighbouring parishes
  - V. Give regular feedback from the Chairman of the Council in their performance
  - VI. Other staff will undertake training relevant to their role as agreed with the Clerk and the Personnel & Development Committee.

### **3.4 Volunteers on other Kennington Community Council Activities**

- Will undertake an assessment of their skill, knowledge and capacity to complete the task at hand including Risk Assessments
- Will attend briefings on the safe use of any equipment provided by the Council
- Training for volunteers will not be beyond that which is necessary for their role



**4 IDENTIFYING TRAINING NEEDS**

- 4.1 To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self assessment, the Council’s aims and objectives and changes in legislation.
- 4.2 Training requirements for Councillors will usually be identified by themselves, the Personnel & Development Committee and the Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of the full Council.
- 4.3 Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Council.
- 4.4 Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals.
- 4.5 The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

**5 RESOURCING TRAINING**

- 5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.
- 5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks NALC and KALC to enable the Clerk and Councillors to take advantage of their training courses and conferences.
- 5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.
- 5.4 All courses must be booked by the Clerk on behalf of attendees and purchased by the Council. Councillors will not be reimbursed for courses they have booked or paid for themselves.

**6 EVALUATION & REVIEW OF TRAINING**

- 6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.
- 6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers. The Clerk will maintain a record of training attended by staff and Councillors.

**REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	9 May 2019	Adopted version
1.1	12 Aug 2019	Draft amendments to v1.0
2.0	14 Aug 2019	Adopted version
2.1	30 Oct 2020	Draft amendments to v2.10
2.2	18 Nov 2020	Reformatted as structured doc

