

Bramshott and Liphook Parish Council

Training & Development Policy



Bramshott and Liphook Parish Council will ensure that training and development opportunities are provided to councillors and staff. This will be by a mixture of formal training courses, reading materials and on the job training and mentoring. The Member/Officer Protocol sets out how the council should operate and the important role that officers and councillors carry-out.

The council has budgets specifically for officer and councillor training. These have been increased in 2019/20 to ensure that the council has a commitment to investing in its staff and councillors.

Overall responsibility for training rests with the Finance & Policy Committee. This committee will recommend the level of training budget required, approve and monitor training and oversee the appraisal process to ensure training is meeting the needs of the organisation.

The Executive Officer will be consulted on all aspects of the training of staff as the head of paid service. As part of the staff appraisal, the Executive Officer will identify training needs for all staff and report this to the Finance & Policy Committee.

In view of the important role of the Executive Officer as Responsible Finance Officer and Proper Officer of the Council, and in his absence, the Deputy Executive Officer, there is an expectation that both posts will hold or be actively seeking to obtain the CiLCA qualification.

It is expected that all heads of committees and the Chair of the council have undertaken suitable training on Chairing Skills.

If a training need is identified there is an expectation that the individual will attend a course or receive on the job training.

New Councillors either through election or co-option will be given an opportunity to meet the Executive Officer. An explanation will be given on how the council operates and the support they can expect from Officer and Councillors. The following publications will also be made available:-

- A declaration of acceptance of office form will be completed and witnessed by the Executive Officer
- A disclosable pecuniary interest form
- Standing orders and financial regulations and an explanation of what they use for
- Code of Conduct

- The Good Councillor Guide
- Budget for the year
- Councillor and officer contact details
- Calendar of committee meeting

Other documents may also be provided as identified by the Executive Officer.

New councillors will be provided with an opportunity to be mentored by an experienced councillor.

New Officers will be provided with an induction programme and will be subject to a six-month probationary period.

Training & Development will be considered when determining the annual increase in salary for officers. This will be considered by the Finance & Policy Committee.