



# NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA  
01707 875825

24-25 Item 13a

## STAFF AND COUNCILLOR TRAINING POLICY

### 1. Introduction

Northaw & Cuffley Parish Council is committed to providing ongoing training and development opportunities for both its Staff and Councillors. This training is designed to enable them to undertake their respective roles effectively for the benefit of the Parish Council, the local community, and their own personal development. By equipping Staff and Councillors with the necessary skills and knowledge, the Parish Council can achieve its aims and objectives while delivering high-quality services.

### 2. Aims

Training is defined as “a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.” The training aims of Northaw & Cuffley Parish Council are as follows:

- a) **Staff Competence:** To ensure all staff members have the necessary training and skills to carry out their roles effectively.
- b) **Informed Governance:** To ensure Councillors are knowledgeable, fully informed, and aware of their legal duties and responsibilities to serve the residents of Northaw & Cuffley effectively.
- c) **Succession Planning:** To support long-term continuity and effectiveness of the Council by:
  - Enabling the Council to achieve and maintain Quality Status within the Local Council Award Scheme.
  - Ensuring the Council can continue to operate efficiently during staff absences (due to holidays, sickness, or turnover).
  - Ensuring the Council can operate smoothly following local elections or changes in Council membership.

To support these aims, appropriate funds will be allocated annually to a dedicated training budget, and the Council will maintain memberships in relevant professional bodies to ensure access to training and conferences.

### 3. Training Types

Training can include a range of formats, such as:

- Formal training courses (e.g. HAPTC, NALC, SLCC)
- Briefings and seminars (e.g. Rialtas Accounting)
- Local Authority forums
- Conferences (regional and national)
- E-learning sessions
- One-to-one sessions with the Parish Clerk



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## 4. Staff Training

### 1. Induction:

1. All new staff members will undergo a one-week induction with the Clerk or a nominated Councillor.
2. The induction will include familiarisation with key policies, procedures, and the Council's working environment.

### 2. Professional Qualifications:

1. All staff will be expected to obtain the *Introduction to Local Council Administration* (ILCA) qualification.
2. The Clerk is required to hold or work towards a relevant professional qualification, such as the *Certificate in Local Council Administration* (CiLCA).

### 3. Continuous Professional Development (CPD):

1. Annual appraisals will be conducted to identify ongoing training needs and support the continuous development of staff members.
2. Staff are encouraged to read relevant publications, such as *The Clerk* and *Local Council Review*, to stay informed of industry changes and developments.

### 4. Support for Professional Membership:

1. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) to ensure access to relevant training and support.

## 5. Councillor Training

### a. New Councillors

#### 1. Induction:

- All new Councillors will receive an induction pack containing key documents, including Standing Orders, the Code of Conduct, Financial Regulations, and other relevant materials.
- Councillors will be provided with an up-to-date copy of *The Good Councillor Guide*.

#### 2. Initial Training:

- New Councillors will be required to undertake the *Basic Councillor Training*, a course offered by HAPTC within nine months of their appointment.

#### 3. One-to-One Support:

- If necessary, the Clerk will provide one-to-one training sessions to support new Councillors in understanding their roles and responsibilities.



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## b. Existing Councillors

1. **Refresher Training:**
  - Councillors will be required to attend refresher courses every four years.
2. **Ongoing Development:**
  - Councillors will be encouraged to attend relevant conferences, local authority forums, and other training events to further develop their knowledge and skills.
  - Councillors who serve on specific committees will be expected to undertake relevant subject-specific training (e.g., employment, finance, or planning).
3. **Chairmanship Training:**
  - The Chair and Vice-Chair of the Parish Council, as well as Committee Chairs, will be expected to attend Chairmanship training to ensure effective leadership.
4. **Support for Professional Membership:**
  - The Council will pay the annual subscription to the Hertfordshire Association of Parish and Town Councils (HAPTC), enabling both staff and Councillors to access relevant training opportunities and conferences.

## 6. Training Budget

To ensure sufficient resources are available for ongoing training, the Parish Council will allocate funds to a training budget each financial year. This will cover the costs of training courses, conferences, and professional subscriptions for both Staff and Councillors.

## 7. Monitoring and Review

This training policy will be reviewed every four years in election years to ensure it remains relevant and effective. The next review will take place in October 2027.



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## Training Record Form

<b>Job Title:</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Contact Email:</b>	
<b>Contact Number:</b>	
<b>Date of Training Course</b>	<b>Name of Training Course Attended</b>
dd/mm/yyyy	Eg. Online Health and Safety Training (90 mins)