



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS
Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

Training & Development Strategy and Policy

As an employer Colney Heath Parish Council recognises the importance of councillor and staff development and training.

1. Aim

1.1 The Council aims are to:

- Develop individuals' abilities
- Satisfy the current and future needs of the Council and the community it serves

2. Staff

2.1 The Council reviews its staffing levels annually and decides on what staff are required to meet the business needs of the Council.

The current staffing levels are:

Clerk to the Council and RFO	30 hours per week
Assistant to the Clerk	15 hours per week
Finance Officer	15 hours per week
Common Ranger	12 hours per week

2.2 All staff are provided with a job description before employment starts which outlines the role that the individual will play within the Council and tasks that are expected of them. Annual staff appraisals also take place where individuals are encouraged to express their aims for the following year.

2.3 The Council encourages ongoing training and development specific to the needs of the individual and the organisation, which is monitored annually.

2.4 The Clerk has delegated authority for expenditure within the training budget and decision regarding training and development requests.

2.5 All staff are encouraged to impart their knowledge to other staff members, irrespective of their position, where it is to the benefit of that person and the business of the Council.

2.6 Certain staff (namely the Clerk) are contractually expected to maintain adequate continuing professional development, attend conferences, represent the Council at meetings and seminars and represent local councils when dealing with outside bodies and principal authorities.



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2.7 Other staff will attend appropriate training as identified by their manager through appraisal system, requests and/or work commitments.

3. Councillors

3.1 Councillors, being unpaid volunteers, are encouraged to attend training delivered externally throughout their time on the Council.

3.2 Councillors are also provided with appropriate literature before their first meeting by the Clerk. This includes:

- The role of councillors, clerk and other officers;
- Financial regulations;
- Standing Orders;
- Budgeting;
- Code of Conduct and registering/declaring interests;
- Risk Management
- Audit and governance
- Committee structure
- Information about the Parish

3.3 Additional regular training is provided by the St Albans District Council Monitoring Officer especially in election years and at other times periodically.

3.4 Ad hoc training such as chairmanship or specific interest (eg. Rights of way) may also be delivered as approved by Council.

3.5 All councillor training requests must come through the Clerk.

4. Volunteers

4.1 Colney Heath Parish Council works closely with community groups and volunteers in the Parish. A small training budget is set aside to assist in this role and for requests to assist with training needs.

POLICY ADOPTED AND APPROVED IN FULL COUNCIL 3rd OCTOBER 2019

LISA CHAPLIN – CLERK TO THE COUNCIL