

Hurst Green Parish Council

Introduction of a Training and Development policy

Background:

During December 2017, with gracious assistance from the Chairman, Clerk and the Responsible Financial Officer (RFO), on behalf of this Council, Councillor Brown undertook an informal review of the Council's compliance to the Freedom of Information Act's model publication scheme, an important non-optional, legal requirement for this Council. The outcome of this review is brought before this council under a separate paper for consideration.

The review identified that the parish council does not have a Training and Development policy. Therefore this motion seeks the introduction and approval of such a policy for the council.

Hurst Green Parish Council notes:

Members will note that from the April 2017 minutes of this council, which is prior to my time as a councillor, it was recorded that the annual risk assessment had noted its main concern of this council was staff training. The assessment noted that the council should have a policy on training and also for annual staff reviews. I understand from the RFO that this observation also occurred in the previous audit.

Councillors have had the opportunity over December 2017 and January 2018 to review and contribute to the proposed draft policy, which itself is based upon a model policy from the Sussex Associations of Local Councils and a review of the Training and Development policy from both Robertsbridge and Salehurst Parish Council and also from Cranbrook and Sissinghurst Parish Council.

Councillors should note that the proposed policy has had no legal review, nor am I an expert qualified in this area. However, I would notion that a policy is better than no policy at all, I would therefore propose that the Council adopt this policy as reviewed. It should be noted that the introduction of this policy as proposed does not address the annual risk assessment's recommendation in relation to annual staff reviews.

The final proposed draft policy for approval is included as Appendix 1 of this paper.

Hurst Green Parish Council resolves:

Proposed Motion: "That Hurst Green Parish Council is committed to ensuring its staff and councillors are trained to the highest standard, and that this Council hereby adopts the reviewed draft of the proposed Training and Development policy, effective immediately and commits to reviewing its content at a meeting of Council at least annually."

Councillor A. Brown

Hurst Green Parish Council

January 2018