

Isle of Wight County Training Partnership



Training Strategy

May 2009

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Steering Group Members
Isle of Wight Association of Local Councils

The Chair and Vice Chair

Society of Local Council Clerks (SLCC)

Two nominated representatives

Isle of Wight Council

A representative of the Isle of Wight Council

Parish Task Group

Two nominated representatives

1. Introduction and context

Nationally training is organised by County Training Partnerships at County level and courses are delivered by County Associations of Local Councils, the Society of Local Council Clerks and other bodies.

Here on the island the parent organisation of the Isle of Wight County Training Partnership is the Isle of Wight Association of Local Councils, which is affiliated to the National Association of Local Councils. Partners include the Isle of Wight Society of Local Council Clerks and the Isle of Wight Council.

Collectively, nominated representatives from each of these groups together with representatives from the Parish Task Group (a group of councillors and clerks ; nominated by their respective bodies) make up the membership of the Isle of Wight County Training Partnership Steering Group. The role of this group is outlined within section 4 of this strategy.

The Isle of Wight County Training Partnership is funded by two core contributors; the Isle of Wight Association of Local Councils and the Isle of Wight Council. The Isle of Wight Society of Local Council Clerks will endeavour to receive a contribution from the Society of Local Council Clerks and will lobby on an annual basis. Additional income is raised through training fees and grants.

Core skills training will be delivered by the Isle of Wight County Training Partnership.

2. Aims

The aims of the Isle of Wight County Training Partnership (IWCTP) are to provide a minimum level of training for councillors and clerks on the Isle of Wight to enable Parish and Town Councils to become Quality Councils and to continue to develop themselves to enable them to add maximum value for their residents.

3. Objectives

This strategy sets out the aims and administrative procedures of the Isle of Wight County Training Partnership and will reflect local training needs together with the aims and objectives of the National Association of Local Councils National Training Strategy. It includes identification of:

- Training programmes for Councillor

- Training programmes for Clerks
- Additional and advanced training for Councillors and Clerks, referred to as Continuing Professional Development courses
- Training for trainers and assessors
- Links to qualification frameworks
- Reciprocal training opportunities for the voluntary and community sector

4. The Roles and Responsibilities of Partners

All partners will:

- Encourage all parish and town councils to budget for training
- Promote training at all levels
- Wherever possible provide speakers, venues and promotion free of charge
- Where budgets allow, provide financial and officer support
- Promote the Quality Parish Scheme
- Develop a mutually beneficial relationship with partners in the voluntary and community sector, including those represented by the Isle of Wight Rural Community Council

5. Role of the Steering Group

1. To develop and approve the training programme and targets for the Isle of Wight County Training Partnership
2. To agree the budget and financial targets for the Isle of Wight County Training Partnership
3. To make regular progress reports to representatives of all partner groups (this will include a financial report)
4. To monitor and evaluate achievements against targets and revise where appropriate
5. To review the training strategy, the training calendar and the training targets and outcomes regularly and revise as appropriate
6. To develop the annual core skills training calendar in line with the National Training strategy
7. To develop a programme of continuing professional development courses and workshops in consultation with parish and town councils
8. To agree the core skills and continued professional development training calendar
9. To agree targets based on the training programme
10. To arrange delivery of core training and support activities to parish and town councillors, clerks and councils
11. To develop and arrange delivery of training linked to Quality Council accreditation, Working with Your Council and Local Policy Certificate in Higher Education
12. To assign mentors to councillors and clerks and others undertaking certificate in local council administration (CiLCA), working with your council and the Local Policy Certificate in Higher Education
13. To arrange continuing professional development training by an appropriate trainer/training organisation
14. Issue certificates for all courses and encourage councillors and clerks to compile personal portfolios of evidence which can be used as evidence in continuing professional development

15. To submit appropriate bids for funding from external agencies
16. To keep abreast of national training and development guidelines

6. Training Introduction

Training courses for councillors and clerks will be provided and held, wherever possible, at flexible times that include evenings and weekends and at central locations.

An annual training calendar setting out qualification courses, core skills and continuing development courses will be published and circulated to all parish & town councils and clerks.

Core training will comprise locally delivered courses and will attract points toward the Society of Local Council Clerks continuing professional development scheme.

7. Training needs

Training needs will be identified by:

- Consultation with town/parish councillors and clerks through their representative bodies
- Consultation and advisory information from the National Association of Local Councillors national training manager
- Consultation with the Society of Local Council Clerks
- Suggestions from course delegates

8. Core skills courses

Core skills comprise of the following qualification and development courses:-

Working with your council

Certificate in local council administration

The power of wellbeing

The code of conduct

Effective councillor skill's modules focusing on:-

- Roles & responsibilities
- Powers, duties & precepts
- Management & meetings
- The council & the community

Chairmanship skill's modules focusing on:-

- Chairing a meeting
- Professional conduct
- The public & the media
- Contentious issues
- Chairing a challenging meeting
- Visionary leadership

9. Continued professional development courses

There is a vast range of continued professional development courses available to the sector. The Isle of Wight County Training Partnership will endeavour to provide a range of the following:-

Internal audit review

Assets management

Allotments management
Burial & cemetery management
Employment terms & conditions including the council as an employer
Town & country planning
Engaging with communities
Business continuity & emergency planning
Managing projects, funding & bid writing
VAT & local council finance
Communication
Risk assessment
Health & safety
Freedom of information
Data protection
Parish plans & village design statements
Train the trainer

10. Ad Hoc courses, workshops and seminars

There are courses, workshops and seminars that arise on an ad hoc basis. The Isle of Wight County Training Partnership will consider the training requirements and make a decision based on the needs of the partner organisations at that time.

11. Training charges

Core skills courses will be delivered free of charge as far as practicable for Isle of Wight Association of Local Councils member councils and clerks. Non member councils and clerks will be charged £25.00 per session per delegate. Continued professional development courses will be delivered at a nominal fee per delegate to cover the costs of delivery and hosting.

12. Cancellation notice & charges

If cancellation is given 10 working days or less prior to a training session delegates will be charged at full price or £25.00 per session whichever is greater, unless replaced by another person. Non attendance on the day will be charged at full price or £25.00 whichever is greater.

13. Budget & finance

All funds of the Isle of Wight County Training Partnership will be administered and managed by the Isle of Wight Association of Local Councils.

14. Bursary scheme

One bursary of up to £500.00 will be available for a councillor, clerk or local council officer to apply for on an annual basis. Applications will be considered by the Isle of Wight County Training Partnership steering group.

15. Insurance

The Isle of Wight Association of Local Councils will ensure that appropriate public and employer's liability insurance cover is in place for training courses provided by the Isle of Wight County Training Partnership.

16. Website and Booking courses

The Isle of Wight County Training Partnership website has details of the training team, steering group members, annual course calendar and other

useful documentation. Courses can be booked and evaluated online at www.iwctp.co.uk.

Appendix 1

Draft

CiLCA - PORTFOLIO

| Date | Description | Target Group | Aims |
|-------------|--|---------------------|--|
| TBA | Roles & Responsibilities Employment issues Continuing Professional Development Public Relations Strategy Public relations and communications | Clerks | To explain the different roles, duties and responsibilities of Chair, councillors, clerk and the council as a corporate body |
| TBA | Law & Procedure Powers and functions of councils New legislation and sources of advice Agenda setting and meeting procedures i,ii,iii Standing Orders Conditions of Office i,ii | Clerks | To explain what is meant by statutory powers of local councils |
| TBA | Finance Accounting and statutory guidance i,ii Budgeting, precept and income Internal and external audit processes Insurance Sources of advice on financial matters Best Value | Clerks | To explain and demonstrate allocations of expenditure |
| TBA | Planning & Community Action Effective observations on planning applications Community Action Funding Sources Active Groups in the Community | Clerks | To demonstrate an awareness of the planning framework for a specific locality, funding sources and community groups |
| TBA | PORTFOLIO Submission | Clerks | To compile the portfolio of evidence in the required form |

Appendix 2

| EFFECTIVE COUNCILLOR SKILLS | | | |
|------------------------------------|----------------------------------|---------------------|---|
| Date | Description | Target Group | Aims |
| TBA | Mod 1 - Roles & Responsibilities | Councillors | <ol style="list-style-type: none"> 1 To introduce newly elected councillors to their roles and responsibilities 2 To provide an opportunity for new and more experienced councillors to refresh or develop their knowledge and skills 3 To give councillors more confidence in carrying out their role |
| TBA | Mod 2 - Powers, Duties & Precept | Councillors | <ol style="list-style-type: none"> 1 To introduce councillors to the powers and duties that local councils have 2 To link those powers and duties to councils' policies and priorities 3 To examine the councillor's role in financial matters, including setting budgets, monitoring and auditing |
| TBA | Mod 3 - Management & Meetings | Councillors | <ol style="list-style-type: none"> 1 To provide an opportunity for new and more experienced councillors to consider council meetings and procedural rules 2 To help councillors become more aware of the way in which an agenda demonstrates that the council is acting lawfully 3 To provide a framework to help councillors prepare for meetings |
| TBA | Mod 4 - The Council & Community | Councillors | <ol style="list-style-type: none"> 1 To provide an opportunity for new and more experienced councillors to consider their role as community representatives and leaders 2 To examine effective partnership working |

| CHAIRMANSHIP SKILLS | | | |
|----------------------------|--------------------------------|----------------------|---|
| Date | Description | Target Group | Aims |
| TBA | Mod 1 - Chairing a meeting | Chairman/councillors | To consider: 1 The role of the Chairman 2 The preparation needed before a meeting 3 Preparation and management of Agendas 4 The rules of procedure |
| TBA | Mod 2 - Professional Conduct | Chairman/councillors | 1 To consider professional conduct and style of chairing needed 2 To introduce the concept of a chairing standard or "role definition" 3 To introduce the potentially difficult issues of ethics, harassment, bullying and diversity 4 To consider ways of stimulating debate and maintaining focus 5 To consider ways of managing conflict |
| TBA | Mod 3 - The Public & The Media | Chairman/councillors | To consider the Chairman's role in dealing with the public and the media.: 1 Managing input and participation of the public and visiting speakers 2 The role of the media 3 Handling the media – their attendance and role at meetings 4 The public relations role of the Chairman outside of the meeting |
| TBA | Mod 4 - Contentious Issues | Chairman/councillors | To consider the role of the Chairman in : 1 Dealing with harassment and bullying 2 Declarations of interest and other Code of Conduct issues 3 How the Council deals with its diverse communities 4 Building a good working relationship with the Clerk |
| TBA | Mod 5 - Challenging Meetings | Chairman/councillors | 1 The skills of chairing a challenging meeting 2 Assessing your members' knowledge and skills 3 Effective influencing, facilitation and control of meetings 4 Questioning and listening skills |
| TBA | Mod 6 - Visionary Leadership | Chairman/councillors | To consider: 1 Working towards visionary and community leadership 2 Building effective partnerships 3 Engaging with the community |

Appendix 3

Core Skills Courses continued

| Date | Subject | Target Group |
|--------------------------|---|----------------------|
| 7 & 22 July | Code of Conduct to be delivered by the monitoring officer or deputy monitoring officer of the Isle of Wight Council | Councillors & Clerks |
| As requested by Councils | Power of Wellbeing to be delivered as cascade training by those clerks that have already attended Power of Wellbeing Training | Councillors & Clerks |

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Appendix 4

Continuing Professional Development Courses

| Date | Subject | Target Group |
|------|--|----------------------|
| TBA | Parish plans & village design statements | Councillors & Clerks |
| TBA | Assets management | Councillors & Clerks |
| TBA | Allotments management | Councillors & Clerks |
| TBA | Burial & cemetery management | Councillors & Clerks |
| TBA | Employment terms & conditions including the council as an employer | Councillors & Clerks |
| TBA | Town & country planning | Councillors & Clerks |
| TBA | Engaging with communities | Councillors & Clerks |
| TBA | Business continuity & emergency planning | Councillors & Clerks |
| TBA | Managing projects, funding & bid writing | Councillors & Clerks |
| TBA | Internal audit review | Councillors & Clerks |
| TBA | VAT & local council finance | Councillors & Clerks |
| TBA | Communication | Councillors & Clerks |
| TBA | Risk assessment and Health & safety | Councillors & Clerks |
| TBA | Freedom of information and Data protection | Councillors & Clerks |