

Co Durham & Cleveland County Training Partnership (CTP)

Constitution / Strategy

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To be reviewed: When required

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This constitution has been developed in order that the Durham and Cleveland CTP has a clear policy on how it moves forward, identified aims and objectives and agreed strategy in the case of the CTP ending. It involves partners primarily from the County Associations and SLCC branch in both counties which work together to provide training and knowledge for both members and officers of the local parish and town councils.

SUMMARY

The CTP will ensure the following:-

- I. Co-ordinating a training programme that expands on existing provision and ensures high quality training for new and experienced clerks and councillors
- II. Identifying further, specialist, updating, refresher and advanced training needs for experienced clerks and councillors ensuring that these needs are met
- III. Promoting ILCA as core training for clerks and encourage all to continue to CiLCA – and as a minimum for all Clerks to medium and larger councils.
- IV. Promoting training by explaining the benefits of training for parish and town councils and for local communities.
- V. Encouraging all parish and town councils to make a commitment to training by adopting a training policy and setting a budget for training.

These will be met by:-

- I. Marketing and promoting all training opportunities effectively and well in advance of events.
- II. Writing to all councils to encourage them to adopt a training policy and to set an annual training budget
- III. Raising the profile of training by using every available opportunity to promote training and training events.

1 Introduction and Context

Training for both members and officers of local councils is now recognised nationally as essential to ensure continued improvement in the local council tier of local government.

Established in 2013 by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), the Improvement and Development Board (IDB) develops the strategy for and oversees the operation of improvement and development initiatives for England's 10,000 local (parish and town) councils.

More locally - The Durham and Cleveland Training Partnership for Parish and Town Councils (CTP) was established to provide training, help and advice for all Councillors, Clerks and Parish / Town Council officers within the constituent local councils.

The question of mandatory training cannot be solved at this level but the CTP continues to strongly encourage induction /basic training for all new clerks and councillors.

2 The Aims and Objectives of the Strategy

The overriding aim of the Durham and Cleveland CTP strategy is to develop a culture of development and learning within parish and town councils in the two counties. 'Training' is used as shorthand for all forms of learning or development including updating and briefing events, seminars, workshops, conferences and courses.

In order to achieve the overall aim, the strategy is guided by the following objectives.

- To ensure that interested parties work in partnership to generate an effective training service to councils in Co. Durham and Cleveland.
- To explain and demonstrate the benefits of training for councils and their local communities.
- To encourage all councils to make a commitment to training by adopting a training policy¹ and by providing for training in the budget.
- To encourage councils to work in local groups and share the benefits of training.

3 Training Audit

A training audit will be undertaken routinely to ensure training needs are being met.

4 Training for Cllrs and Clerks

This document acknowledges that training must address the needs of clerks, other council staff and councillors. Training is a continuing need throughout the whole time period of employment or being a councillor.

- a. The CTP will encourage councillors to attend at least two training events per year.
Note – could we say instead 'encouraging attendance at regular training?'
- b. The CTP will encourage all councils to employ clerks who are trained or willing to train to:-
 - ⇒ ILCA as a minimum
 - ⇒ CiLCA for all Councils with a turnover of over say £100,000
- c. All councils should ensure that the clerk has a contract and job description that supports a commitment to training.

5 Delivery of Training

Training can be carried out in person and remotely by ZOOM. At the moment there are no statistics to know which is wanted and preferred.

A regular audit could establish whether time / costs etc play a major part in people registering and attending training.

Training also falls into several different categories:-

- a) Basic training of:-
 - ⇒ Roles / responsibilities

¹ Example policy at Appendix 1

- ⇒ Powers and duties
- ⇒ Meetings and procedures
- ⇒ Finance
- ⇒ Management
- ⇒ Community Engagement

b) These also underpin the more specialist CiLCA training/mentoring programme.

c) More specialist training:-

- ⇒ VAT
- ⇒ Planning
- ⇒ Standards
- ⇒ Cemeteries
- ⇒ Allotments

d) Additional training includes:-

- ⇒ New Clerk's Training
- ⇒ Induction Training for Clerks
- ⇒ Induction training for Cllrs.
- ⇒ Chairmanship training
- ⇒ Special Day events
- ⇒ Current issues training – GDPR, Website Accessibility ,Media Training, Martyn's Law etc

e) Bespoke individual council training

6 Sources of Training

These fall into 4 main categories:-

- Professional local Clerks
- CALC Officers
- 'Experts' in their field including training provided by Breakthrough / Parkinson Partnership etc.
- NALC events and e-learning

7 Accessibility of Training

Training for parish and town councils can be delivered by a number of different methods but should be accessible while having regard to:

- Time of day/eve
- In person or ZOOM
- Location
- Cost(must be kept to a minimum for smaller councils)
- Length of session
- Subject matter

8 Promoting Training

It is important that all training events / sessions are publicised to ensure maximum take up. Programmes of training events *will* be prepared and publicised well in advance to allow for proper budgeting by councils.

9 Incentives to Encourage Engagement in Training

- The cost of all training to be commensurate with the size of the council.
- To provide a number of 'free' training sessions for Durham and Cleveland Councils
- To charge an appropriate fee for Councillors and clerks from outside of the Durham / Cleveland area.

10 Governance

THE CTP exists to ensure that interested parties work in partnership to generate an effective training service to councils in Co. Durham and Cleveland.

The CTP will meet once every four months.

Its purpose is to

- achieve the aims and objectives of the strategy as earlier
- monitor the strategy
- make decisions related to the overall management of the strategy.

10.1 Legal Status

The Co. Durham and Cleveland Training Partnership for Parish and Town Councils (CTP) is a voluntary grouping of organisations with an interest in parish council training.

The lead body (CDALC) is a constituent member of NALC and it will therefore act as the accountable body.

It will administer the budget for the strategy through the CDALC bank account and use CDALC staff to administer the strategy.

The lead body will administer appropriate financial systems distinct from its existing CDALC work to receive payments and to pay all relevant invoices.

10.2 The Partners

⇒ **Co. Durham Association of Parish and Town Councils
(3 places on the CTP Committee – Executive Officer + Finance/Admin Officer + Councillor)**

CDALC is the lead body.

It provides the lead officer (the County Executive Officer) and administrative and development support for the strategy.

in the implementation of the strategy includes:

- ♦ organising meetings, events, speakers, trainers and venues
- ♦ seeking additional funding for the continuation of the strategy
- ♦ promoting the strategy, the benefits of training and marketing training events
- ♦ encouraging councils to establish training charters and training budgets

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- ♦ evaluating training provision and identifying ongoing training needs
- ♦ keeping records and reporting to the partnership

- ⇒ **Cleveland Local Councils Association**
(2 places on the CTP Committee – Secretary + Councillor)

Councillors to be nominated by their respective CALCs.

- ⇒ **Society of Local Council Clerks**
(2 places on the CTP committee)

The Durham and Cleveland Branch will provide members of the CTP committee.

The CTP can also co-opt additional experienced and willing Clerks to serve on the CTP committee.

The mentors and appraisers will be experienced and/or qualified clerks.

- ⇒ **Durham Community Action and Tees Valley Rural Action**
(2 places on the CTP committee, 1 from each organisation)

Through their work both will identify training needs and promote training for parish and town councils. It will also use its publications to promote the training etc.

- ⇒ **CiLCA Trainer**

- ⇒ **(1 place on the CTP committee)**

The current CiLCA Trainer will be a member of the CTP in order to provide the necessary information and knowledge re the Qualifications aspect of the training.

Total of 10 CTP committee members

The Committee may decide to co-opt extra members where considered appropriate but any long term arrangement must be reflected in this document.

11 Budgeting and Finance

CDALC will make an appropriate charge on the CTP for the officers' time and expenses. This is currently £2,000 per year rising to £2,500 in 2024 and will be levied on a regular basis.

The CTP should be financed through the training fees it charges. However the aim is not to 'make money' . A realistic balance of £20,000 will be sustained.

Fee income from training events underpins the sustainability of the training programme. Councils must therefore recognise the need to invest realistic funds in training

12 Training for outside the CALC areas

Whilst the CTP will not actively promote its training outside of its core area, it will extend its training services if and when approached are made by other County Associations and these will be charged at an appropriate rate as agreed by the CTP

13 Exit Strategy

In the event the CTP comes to an end then the existing balances at that time will be divided between CDALC and the Cleveland Assoc in the ratio of the number of member councils within Co Durham and Cleveland