

ESSINGTON PARISH COUNCIL TRAINING POLICY

Statement of Intent

Essington Parish Council (the Council) is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

The Council employs a part-time Clerk. The training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its Clerk.

The Council will be responsible for monitoring and meeting the training needs of the Clerk and managing the budget. Training will be identified through the Clerk's annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose before including it in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The Clerk may require specialised training in their respective field. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. The Clerk may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by the Council.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should the Clerk require or request additional specialist training, the Council may require the Clerk to sign an agreement to pay back part or all of the training costs should they voluntarily leave the Council's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course and the Clerk will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Staffordshire Parish Councils Association (SPCA) to enable staff and councillors to take advantage of their training courses and conferences.

The Clerk will be expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and Councillors are encouraged to share their learning with other Councillors.

Reviews

This policy will be reviewed three years.

Approved: 01 March 2021

Review date: March 2024

Staff Training - Needs, identification & methods

1. Needs for Training

1.1 Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

1.2 Paid Staff

All paid staff should receive training applicable to their specific role, e.g. Clerk, grounds maintenance staff, litter pickers, etc.

1.3 Contractors

Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at the Council's expense. Consideration should be given to the qualifications and expertise available from the volunteers within the Council before committing to any training scheme.

1.4 Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of the Council.

2. How to Identify Training Needs

- 2.1 Staff appraisals
- 2.2 Questionnaires
- 2.3 Interview / discussion
- 2.4 Requests

3. Resourcing Training

3.1 Organisations offering training include:

- South Staffordshire Council (SSC)
- National Association of Local Councils (NALC)
- Society of Local Council Clerks (SLCC)
- Staffordshire County Council (SCC)
- Staffordshire Parish Councils Association (SPCA)

4. Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list and any other relevant policies and documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged

to attend training provided by its partner authorities and SPCA and attend conferences whenever possible.

All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. List of councillors
3. Training Statement of Intent
4. Meetings Timetable
5. Model Code of Conduct
6. Budget
7. Standing Orders
8. Financial Regulations
9. Parish Council Powers
10. Privacy Policy and SAR Policy
11. Equal Opportunities Policy
12. Health & Safety Policy
13. HR policies
14. Community Engagement Policy
15. Minutes of Parish Council Meetings (limited to the previous month)