



WOMBOURNE PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY

Purpose and scope

This purpose of this policy is to set out the Parish Council's position on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term.

Introduction

Wombourne Parish Council is committed to training its staff and Councillors to the highest standards.

To support this, funding is allocated to a training budget each year.

It recognises that well trained and informed officers promote good practice within the Parish Council and increase and encourage community activities.

The Council values the time given by its Councillors to the community of Wombourne. This policy is aimed at maximising the rewards from that time by ensuring that its Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

Training needs

The Parish Council will identify training needs consistent with the objectives of the Council and the requirements of the individual. This will be done using staff appraisals, questionnaires, interviews, formal and informal discussions as well as other methods as appropriate.

The Parish Council will encourage its employees and all of its Councillors to attend training meetings and will pay expenses arising from such training.

The training offered to its Clerk will be no less than the minimum requirement of Continuous Professional Development required by the Society of Local Council Clerks. (SLCC)

Staff and Councillors are all entitled to Equality of opportunity in all aspects of their development and induction on joining Wombourne Parish Council.

Training for Councillors

The Parish Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office.

All new councillors when joining will receive an information pack which will include as a minimum:

- o The Good Councillors Guide
- o Members list
- o Meetings timetable
- o Code of Conduct
- o Standing Orders
- o Financial Regulations

They are also expected to attend a training course run by SPCA (Staffordshire Parish Council Association) on basic induction of roles and responsibilities.

Evaluating training needs and resources

The Parish Council will evaluate and measure the impact and effectiveness of all training, and ensure they maintain a budget for training annually.

The Parish Council will maintain a library of current publications on books offering advice concerning all aspects of local government.

In addition, the Parish Council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

The Parish Council is committed to networking with other councils and will where possible link in with training events of other councils.

Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.

Training for the Clerk and other staff

The Parish Council is committed to its Clerk being a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.

The Parish Council will ensure that training for both employees and Councillors, membership fees for the Staffordshire Parish Council Association and Society of Local Council Clerks are included in the annual budget.

Time off for training

The Parish Council will support training by allowing the Clerk and other employees to attend training during their normal working day. In addition, they will allow a further 3 days annually for training for training they deem as desirable for the role (for example CiLCA).

Recording training

The Parish Clerk will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by employees and Councillors.