

TRAINING POLICY AND STATEMENT OF INTENT FOR COUNCILLORS AND EMPLOYEES

1. Objective

The Parish Council consists of 11 elected Councillors and employs three part time members of staff.

One way we can be successful in delivering services to the public is to be properly trained to do our jobs. The Parish Council supports its Councillors and Employees through its Training Programmes.

2. How do we identify training needs?

Through:

- Individual Training Programmes specific to the various roles (see employees' training Programme).
- Identifying further personal training needs of employees through the Staff Appraisal system. A record of training is kept in their personnel file.
- Our Councillor and Employee Induction programmes.
- Assessment of Training needs of Committee members (see attached Councillors' Training Programme).
- Regular review of new Government legislation and guidelines which will require training to meet changes.

3. How is training funded?

Funding is from budgeted expenditure by Committee. Membership of SLCC and NALC also elicit reduced costs for training.

4. Our involvement in the Training Statement of Intent

Our continued learning and development helps us to be an effective organisation. It is up to each one of us to think about what skills we need to do the job and make them known. In addition there will be essential training needed for some employee job roles, as set out in the Employee Training Programme, and continuing professional development where appropriate.

5. What we can expect from the Training Programmes

- To receive an Employee or Councillor induction to the post
- To have an identified and accessible Line Manager/Supervisor
- To receive regular supervision

- To be made aware of appropriate training and developmental opportunities
- To be encouraged to consider and identify our own developmental needs in the light of any specified skills for our posts and through supervision and discussions
- To discuss our Personal Development during the Annual Staff Appraisal with our Line Manager/ Supervisor.
- To have a record any such development/training undertaken.
- To have access to relevant learning materials and reference books at the Parish Council.
- To take responsibility ourselves to maintain and improve our knowledge and skills.

Training Programme for Employees

Administrative Assistant

Training Needs	Frequency
Induction training to highlight any further training needs in order that the employee may effectively use Microsoft Office software.	Upon joining the Council
In house training on the website	Upon joining the Council
Health and Safety to include our individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site Specific Training.	Annually
First Aid at Work (not mandatory)	Every three years
Staff Appraisals to highlight any further personal development training	Annually in March

Finance Officer

Training Needs	Frequency
Induction training to highlight any further training needs in order that the employee may effectively use Microsoft Office software.	Upon joining the Council
Training by DCK Beavers on Finance software	Upon joining the Council
Training on payroll software	Upon joining the Council
Health and Safety to include our individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site	Annually

Specific Training.	
First Aid at Work (not mandatory)	Every three years
Staff Appraisals to highlight any further personal development training	Annually in March

Parish Clerk

Training Needs	Frequency
Induction training to highlight any further training needs in order that the employee may effectively use Microsoft Office software.	Upon joining the Council
AQA Certificate in Local Council Administration or equivalent	Upon joining the Council
Training by BALC for new Clerks	As soon as possible upon joining the Council
Health and Safety Competent Person Training to ensure that the employee can write and review risk assessments	As soon as possible upon joining the Council
Continuing Professional Development to meet the changing needs of the Parish Council sector, as supported by the Society of Local Council Clerks and National Association of Local Councils.	As required
Health and Safety to include our individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site Specific Training.	Annually
First Aid at Work (not mandatory)	Every three years
Staff Appraisals to highlight any further personal development training	Annually in March

Training Programme for Councillors

Training Needs	Frequency
Induction training to highlight any further training needs.	Upon joining the Parish Council
Training on any new, relevant legislation or government guidelines	As required
Finance and Personnel Committee members should be given the option of local council finance related training, such as budgeting and setting the precept, understanding the tax base.	As required

Review History	To be reviewed every three years
Agreed by Finance and Personnel	10/9/12
Agreed by Finance and Personnel	21/10/15
Date of next review	September 2018