

Training & Development Policy

1. Introduction

Wrockwardine Parish Council ('the Council') is committed to ensuring that its staff, councillors and volunteers are properly trained to enable the Council to manage and deliver services to the public. The Council recognises that by promoting best practice through training and development, where practicable to do so, staff, councillors and volunteers will be better equipped to undertake their duties in order to deliver the objectives of the Council.

As the Council is a corporate body with specific duties and powers under law it is essential that all staff, councillors and volunteers are provided with training opportunities and are kept up to date with new legislation and developments.

2. Details

The Council will:

- Provide a contract of employment and job description to all staff which will include details of the Council's commitment to training;
- Identify training needs for staff through an annual appraisal system;
- Identify training needs in relation to the Council's objectives and specific needs through individual induction programmes, appraisals, one to ones, formal and informal discussion, questionnaires and any other means that are deemed appropriate. Any training & development opportunities are to be investigated by the Clerk and presented to the Council;
- Maintain a training record of any training and development activity undertaken and evaluate its effectiveness;
- Ensure that staff, councillors and volunteers are aware of all opportunities for training and development;
- Encourage staff, councillors and volunteers to consider and identify their own development needs and particularly with regards to any specified skills required for their posts;
- Ensure that staff, councillors and volunteers have access to relevant, up to date, learning materials and reference books;
- Encourage staff, councillors and volunteers to take responsibility to maintain and improve their knowledge and skills;
- Set realistic budgets for training staff, councillors and volunteers;
- Endeavor to maintain continuous membership of the National Association of Local Councils (NALC), Shropshire Association of Local Councils (SALC) and any other organisation which enables the Council to take advantage of resources available including training courses and conferences;
- Ensure continuous membership of the Society of Local Council Clerks (SLCC) for the Clerk;

- Ensure volunteers are given a risk assessment of the proposed tasks they are undertaking. Volunteers should sign to acknowledge they have received the risk assessment. Relevant training should be offered where necessary.

3. Identification of Training Needs

Clerk & Responsible Finance Officer

The Council currently has one employee, the Clerk & Responsible Finance Officer who is key to the Council acting lawfully and meeting its objectives. It is therefore essential that the Clerk is fully trained and competent to be able to carry out the duties required of them.

The following matrix outlines what the Council expects:

Training/development need	Objective	Frequency
Induction programme, formal and informal	To ensure compliance with all legal duties and provide an awareness of the work of the Council	Commencement of employment & on going
Health & Safety to include responsibilities for Lone & Home Working	To ensure compliance with all legal obligations	Commencement of employment & on going
Audit & Financial Management	To ensure compliance with all legal duties and responsibilities	Commencement of employment & on going
Introduction to Local Council Administration (ILCA)	To provide an overview of how Parish Council's operate and to ensure a basic knowledge of responsibilities and legal obligations. The Council will provide appropriate training and support to enable this to be achieved	Within 1 st year of commencement of employment
Certificate in Local Council Administration	To enable the Clerk to become qualified, benefitting both the individual & the Council. The Council will provide appropriate training and support to enable this to be achieved	Within 3 years of commencement of employment
Health & Safety	To ensure compliance with legal obligations and to ensure risk assessments can be written and reviewed	Commencement of employment & on going
Continuing professional development	To meet the changing needs of the Council	On going

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New, relevant legislation or Government guidelines	To enable advice and information given is correct and the Council is always acting lawfully	On going
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Councillors

The Council values the time its elected councillors give to the community and ongoing training and development is aimed at ensuring that councillors both understand, and enjoy, the role they have undertaken and, are properly equipped for it.

The following matrix outlines what the Council recommends:

Training/development need	Objective	Frequency
Induction to include the following: <ul style="list-style-type: none"> • The Good Councillors Guide • Standing Orders • Financial Regulations • Code of Conduct • Committee Terms of Reference • List of Parish Council Powers & duties • Contact details • All Council policies • Meeting's timetable 	To ensure compliance with all legal duties and provide an awareness of the work of the Council	Commencement of term of office
Training courses: <ul style="list-style-type: none"> • Fundamentals For Councillors (SALC course) • Be A Better Councillor (SALC course) • Code of Conduct training 	To ensure compliance with all legal duties and provide an awareness of responsibilities and the work involved of the role	As soon as possible after commencement of term of office
Financial & Audit Management	To ensure compliance with all legal duties and responsibilities	As soon as possible after commencement of term of office
Local Planning, data protection, freedom of Information	To ensure an understanding of responsibilities and compliance with legislation and local processes	On going

Health & Safety	To provide an awareness and ensure compliance with legislation	On going
New, relevant legislation or Government guidelines	To ensure awareness that the Council acts lawfully and within its duties	On going
Continuing professional development	To meet the changing needs of the Council	On going

Volunteers

Where a specific need has been identified to enable a volunteer to carry out duties requested of them by the Council, the Clerk will identify the relevant training courses and, these will be offered to the volunteer and paid for by the Council.

4. Evaluation & Training records

- Staff, councillors and volunteers who undertake any training and development should always complete a training evaluation form upon completion of any external training if one is supplied by the training provider and to measure its relevance and effectiveness.
- An annual record of staff, councillor and volunteer training will be presented to the Human Resources Committee.
- In certain circumstances staff or councillors may be required to provide a briefing note or discuss their training or development at a meeting of the Council.
- Staff are expected to keep their training record up to date and available for scrutiny at any time by the Council.