

ALBRIGHTON PARISH COUNCIL TRAINING POLICY FOR THE CLERK, STAFF AND COUNCILLORS

1. Commitment to training

Albrighton Parish Council is committed to maintaining high standards from its Councillors, Clerk and staff and it will identify and pay for appropriate training.

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through training, we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

Albrighton Parish Council acknowledges that such development is a continuing process for both Councillors and Staff at every level of the organisation. Training is seen as a necessary investment in order to provide the excellent services that the Council demands and the community expect. Training is not a privilege to be granted or withheld from employees, but should be undertaken after an appraisal of both Council needs and employee aspirations.

Information gathering and training is often essential in order to keep up to date with changes in legislation and therefore it is sometimes dictated by Government initiatives.

TRAINING

The Council believes that it is equally important to train the Clerk, members and other staff in order to carry out its functions in an efficient and professional manner.

Councillors, the Clerk and other staff will be entitled to:

- An induction programme into their own roles as well as to the workings of Albrighton Parish Council
- An understanding of the direction and objectives of the Council
- An understanding of the contribution that is expected of them
- Training will include conferences, training courses, briefings and seminars where appropriate to their role.
- Ensure that training and development is focused on the organisation's needs.

2. Identification of training needs

Training needs for the Clerk and staff will be identified by the Finance & Personnel Committee, as follows:

- Through the completion of the annual review; and the identification of roles or positions held
- Should new legislation or equipment be introduced during the year then appropriate training will be given
- Appropriate staff will be given training in first aid and health and safety.

Training for Councillors will be identified as follows:

- A new Chairman will be expected to undertake appropriate training in chairmanship unless he has already had such training relevant to local government in a previous organisation.
- New members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with a copy of 'The Good Councillors Guide'.
- New members will be expected to undertake the 'Fundamental for Councillors' training session for new Councillors carried out by SALC

Other needs will be addressed through agendas and by the roles of responsibility held on the Council as to which courses would be appropriate for them to attend. If the whole Council requires training on a particular topic the clerk will source the appropriate qualified person to provide the training.

Training for the visit of the Internal Auditor will be identified for the Finance & Personnel Committee as follows:

- Copies of guidance issued by NALC to be provided;
- Practitioners Guide to Governance and Accountability in Local Councils in England and Wales to be provided.

Clerks Role

- Induct new employees
- Identify training needs jointly with employees in relation to individual objectives
- Carry out on the job instruction or coaching where appropriate
- Make all employees aware of training and development opportunities
- Ensure those that are trained, share their knowledge with colleagues
- Evaluate, together, the effectiveness of training events in relations to service and individual objections with those involved.

3. Resources

Appropriate sums will be made available in each financial year and written into the budget to allow the required training to take place. The Finance & Personnel Committee together with the Clerk will be responsible for monitoring this budget.

Councillors appointed to a particular role will normally be automatically approved for related training and involvement in related functions as long as the budget permits. It was agreed by a decision of the full Council on 7th September 2017 that other requests for training are to be approved by the Chairman and Clerk taking into account the training budget available and taking into account relevant circumstances including:

- Whether the Councillor has done a similar course previously
- If the Councillor has experience in that field and thus is expected to have already that knowledge
- Budget limitations means that Councillors cannot go on all courses offered
- Training is limited to the immediate relevance to the Councillor and his/her role

Councillors will be asked to share their training and any good practice gained after attending a training course, to pass on the information gained to other Councillors and to evaluate the

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effectiveness of a training event; this feedback will be used to evaluate the event for future attendance by other Councillors.

4. Training providers

It is expected that the main training providers will be:

- Shropshire Association of Local Councils (SALC)
- Society of Local Council Clerks
- Shropshire Council
- Professional training companies as appropriate.

5. Measuring the impact of training

A well-trained Clerk, staff and members will see the benefit of training through:

- Well chaired Council meetings
- Professional responses to planning applications
- Policies and reports of a high nature
- Projects well managed
- Council finances well managed
- Professional conduct of the Clerk, other staff and Councillors
- Recognition through meeting national standards

Shirley Reynolds
Clerk to Albrighton Parish Council
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