



Lapley, Stretton and Wheaton Aston Parish Council

Training and Development Policy

Council's Commitment

Lapley, Stretton and Wheaton Aston Parish Council (LSWA PC) recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council encourages and fully supports any relevant training and Continuous Professional Development employees may wish to undertake.

A training budget is annually reviewed, this enables Councillors and staff to attend training sessions relevant to their area.

LSWA PC aim to equip all of the council's staff and Councillors with good knowledge and skills in order to carry out their roles and maintain effective working practices. The council will provide training and development opportunities as it deems necessary and relevant.

Prospective Councillors and applicants for the post of Clerk should be made aware of this policy.

The Benefits of Training, Learning & Development

- Training improves the quality of the services and facilities that LSWA PC provides.
- Training enables the Parish Council to achieve its aims and objectives; the Council aims to achieve the use of the General Power of Competence for which continuous training for the Clerk is essential.
- Training ensures processes and legislation are duly and accurately followed.
- Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is fulfilling its aim to be an encouraging, proactive and rewarding organisation to be part of.
- It is the policy of LSWA Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them. In due course all new Councillors are expected to attend the training for new Councillors offered by the DAPTC. The Clerk is to notify new Councillors when these courses are taking place.

-



Strategy

- The Clerk is to familiarise herself with the National Training Strategy and is to share relevant information with Councillors.
- Councillors are expected to attend ongoing training to keep them up to date with developments in policy, legislation, finance and planning.
- The Clerk is required to work towards CiLCA, or a higher qualification if CiLCA has already been obtained, as agreed in the acceptance of office.. The Clerk is also encouraged to attend ongoing training to keep up to date with developments in policy and legislation, specifically with regard to Audit Regulations, Data Protection and the new GDPR, Employment Law and Planning.
- From time to time additional specific training may be required to accompany a project, for example in information technology. Should the budget allow the Council will support the Clerk and Councillors in attending such training.
- Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chairman.
- The Clerk is expected to keep up to date with developments in the sector and identify and highlight to the council any training required.
- Training requirements for all staff is annually reviewed by their line managers as part of their appraisal process.
- Training will be reviewed in light of any changes to legislation or quality systems relevant to the council; such as new equipment, complaints received or incidents which highlight the needs for training and requests from staff and Councillors.

Publications

- The Clerk will be permitted to purchase (within the training budget) relevant publications that will assist in the training and CPD. Clerk is also encouraged to suggest useful publications to Councillors.

Training Activities

Each role has different approaches for training, dependent on what the job role entails.

Councillors are:

1. Invited to an induction session



2. Given copies of 'the good councillor' guide and all relevant policies
3. Given access to training provided mainly by SSC and SPCA
4. Able to claim reasonable expenses for attendance at other Council related meetings
5. Given bulletins and other relevant information

The Clerk and Assistant Clerk are:

1. Invited to an induction session
2. Given all relevant documentations and policies
3. Access to training mainly provided by the SSDC, SPCA and SLCC
4. Given bulletins and other relevant information
5. Given regular feedback from the relevant line manager

Other members of staff are:

1. Given access to any necessary training sessions and online training in their field provided by relevant organisations
2. Given an induction from relevant employees
3. Shown around the premises and any other relevant areas
4. Advised to watch the manual handling training video
5. Made aware of the COSHH information

Review: April 2021