Shalford Parish Council

Training Policy

Adopted April 2019

Review date May 2019

Reviewed June 2020

Next Review June 2021

STATEMENT OF INTENT

Shalford Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office. The training needs will therefore cover many different areas and impose additional training responsibilities on the council in terms of managing the health, safety and welfare of its staff.

IDENTIFYING TRAINING NEEDS

The Clerk shall be responsible for assessing the training needs of staff and monitoring the budget. A record will be kept of staff training.
Training requirements for Councillors will usually be identified by the Chair or the Clerk.
Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Parish Council.

STAFF TRAINING

The Clerk will be expected to attend all relevant training courses whenever possible and other members of staff will be expected to attend training days which are relevant to their office.
Staff will be paid incidental expenses incurred when attending training courses including parking charges, mileage payments and food at lunchtime, if appropriate.
Key members of staff will be designated as First Aider and they will receive the required specialist training every 3 years.

COUNCILLOR TRAINING

New Councillors will be expected to attend a New Councillor training courses and other induction meetings arranged by the Clerk or the Chair.
Councillors will be expected to attend training courses arranged during the course of their term of office including any compulsory to meet council requirements.
Councillors will be paid incidental expenses incurred when attending training courses including parking charges, mileage payments and food at lunchtime.
If councillors are unable to attend a pre agreed training course they will give sufficient notice to the Clerk so the course can be cancelled or made available to other councillors. If insufficient notice is given and there are no extenuating circumstances, then the Councillor will be expected to meet the cost of the course as the course fee will still have to be paid

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.
Councillors will be encouraged to attend training provided by its partner authorities and attend relevant conferences and meetings whenever possible.

MONITORING

All Councillors will provide feedback on courses and conferences attend to gauge its cost, relevance, content and effectiveness. All training presentation papers will be retained and used for in-house training and information sharing.

STAFF INDUCTION TRAINING

All new staff will be given a New Councillor Pack when joining the council, they will have an induction meeting with the Clerk to provide them with sufficient information to enable them to undertake their duties and to provide essential health and safety information.