

Wickersley Parish Council

Training Policy

1. Introduction

Wickersley Parish Council recognises that training and development for both staff and Councillors is an essential investment in order to deliver effective services and enable the staff and it's Councillors to meet the duties and responsibilities placed upon them. This policy therefore is aimed at ensuring that Councillors understand and enjoy the role they undertake and are properly equipped for it. It is based on three key elements: induction, mandatory training and optional training.

2. Funding

In order to create a culture of continuous development for both staff and Councillors, the Council will provide adequate training budgets to achieve this objective. The Council will encourage its employees and its Councillors to attend training meetings and will pay for expenses for such training.

3. Training Needs

The Council will ensure training and development is based on needs assessment, giving priority to activities necessary to meet the Council's objectives. The appraisal system will be the key methodology to identify and address training and development needs. The Council will consider all forms of learning to improve performance and ability and be involved in government and national initiatives, where appropriate.

4. Induction

All new Councillors will be provided with an Induction pack at the commencement of their appointment as a Councillor and will be required to attend a one to one induction briefing meeting with the Clerk.

5. Mandatory Training

The Council has recognised that it is essential for the Clerk and Councillors to undertake specific training to enable them to carry out their role and meet statutory requirements and duties placed on them. With regard to the Clerk, mandatory training will include gaining qualification as a member of the Society of Local Council Clerks and meeting the minimum requirements of continuous professional development. For Councillors mandatory training

will include induction training, Governance training and financial training; all of which will be provided on an in-house basis where possible.

6. Training Schedule

A training schedule will be maintained setting out the training required on an annual basis. This will be agreed and monitored by the Council's Human Resources Committee. The Council will encourage and support the sharing and development of knowledge and skills and ensure training and development is provided fairly and across the board in relation to identified needs.

7. Personal Responsibilities

Councillors and staff will have responsibility to apply a positive attitude to their own training and development in order to assist the Council's development and success.

8. Monitoring

The Council will maintain a training record giving details of dates, titles and the provider of training activities undertaken by Councillors and staff. The overall effectiveness of this policy, the training schedule and the training record will be reviewed annually by the Human Resources Committee.