

STONEY STANTON PARISH COUNCIL
TRAINING POLICY

1 Introduction

This document forms the Parish Council's Training and Development Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Financial assistance
- Short courses
- Evaluation of training
- Reporting on progress

The objectives of this strategy are to:

- Encourage Councillors and the Clerk to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2 Commitment to Training

Stoney Stanton Parish Council is committed to the ongoing training and development of all Councillors, Chairman and the Clerk to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation." Stoney Stanton Parish Council recognises that its most important resource is its Councillors and Clerk and is committed to encouraging both Councillors and Clerk to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

The Council expects the Clerk to undertake continued professional development to yield a number of benefits:

- Improves the quality of the services and facilities that the Parish Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the Clerk;
- Demonstrates that the Clerk is valued

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Evaluating the effectiveness of training.

3 The Identification of Training Needs

Councillors and the Clerk will be asked to identify their development needs during Parish Council meetings or at appraisal:-

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- New working methods and practices
- Complaints to the Council
- A request from a member of staff

Councillors or the Clerk who wish to be nominated for a training course should discuss this in the first instance at the Parish Council meeting; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.

4 Financial Assistance

It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Councillors and the Clerk will be required to attend the nearest venue offering the required course, unless an alternative is authorised by full council in the interest of operational effectiveness or Best Value.

Other considerations include the following:

- The most economic and effective means of training

- Provision and availability of training budget

For approved courses the Clerk can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- Travel costs
- Additional time to be paid for travel and attending the course

Councillors attending assisted courses are required to inform the Clerk or other Councillors immediately of any absences, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Parish Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.

5 Evaluation of Training

Records of all training undertaken will be kept by the Clerk.

As part of Stoney Stanton Parish Council's continuing commitment to training and development, the Clerk and Councillors are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

6. Equally

Equality of opportunity in all aspects of Councillor and officer development;

- A 'Statement of Intent' on training for both Councillors and the Clerk is a requirement for the Re-accreditation of Quality Council Status;
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council;
- Undertaking training is a clear indication of Continuing Professional Development.

7. Conclusion

The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and the Clerk.