

**POLICY: TRAINING and DEVELOPMENT**

**PURPOSE:** To describe the policy for the Training and Development of Melbourn Parish Council Councillors and employed Staff.

**SCOPE:** Staff and Councillors of Melbourn Parish Council. This Policy does not include the training requirements for Contractors and/or Service Providers to Melbourn Parish Council, these being part of separate binding written agreements that are tailored to meet specific needs and circumstances.

**POLICY:**

**1. Principles**

- 1.1 It is the Policy of Melbourn Parish Council that all persons representing this body will be offered and will receive appropriate training to carry out their respective roles.
- 1.2 Training will be undertaken in a framework of personal development, and in a way that takes full account of the individuals' readiness, existing skills and knowledge.
- 1.3 The costs of all relevant training will be carried by the Melbourn Parish Council precept and proper forward planning will be exercised to ensure that adequate funding is available to meet predicted needs.
- 1.4 It is a condition of service that all persons covered by this Policy will co-operate with the training needs as identified.
- 1.5 Training needs will be defined by reviewing either (a), for paid staff, the individual job skills and other competencies required, or (b), the professional platform of knowledge required by those serving as Parish Councillors.
- 1.6 Melbourn Parish Council will strive to provide an environment that efficiently delivers high standards of training, and by so doing, underpinning the strategic plan.
- 1.7 Appropriate systems of monitoring will be installed, such as employee appraisal and Councillor training status assessment; these to indicate where training gaps exist and to direct and inform the development of each individuals' knowledge and skills.

## 2. Staff Training

- 2.1 The training of employees of the Council is seen as fundamental to all areas of service delivery and is basic to its integrity as part of the local authority structure. It is essential that employees aspire to be fully trained, in order to carry out their duties as safely, efficiently and effectively as possible.
- 2.2 Each member of staff will be reviewed through appraisal once a year. During this appraisal training and development needs are discussed. (See Policy and Procedure **5.11 Staff Appraisals**). A development plan will be created that outlines the training and development that each staff member will undertake during the period covered by the plan. Individual development plans will be linked to the Council's strategic plans, aimed at ensuring all staff members have the necessary skills and knowledge to deliver strategic plan objectives.
- 2.3 The Council will use training and development to achieve its objective of having a motivated and skilled workforce providing a high standard of service to the public. All employees have a duty to notify the Parish Clerk of any areas of work in which they feel they require training or re-training.
- 2.4 **Maintenance Staff** have a special duty to request training related to the use of tools and items of equipment that are unfamiliar or newly purchased. Such staff will participate in detailed reviews of all equipment used on the Parish Council Estate and assist with formal risk assessments and identification of subsequent training needs. Details of equipment training and safety decisions will be kept with personal files and reviewed, as required, at the time of staff appraisals.
- 2.5 **Administrative Staff** are required to declare formal evidence of past training and qualifications inasmuch as these are relevant to the job they are asked to perform. Staff members are encouraged to increase formal training where this will potentially improve or add to job performance and the efficiency of Parish Council operations. Where increased qualifications are recognised (such as CILCA for the Parish Clerks) the attainment of added qualifications is welcomed and may affect rates of pay.
- 2.6 The Parish Council reserves the right to refuse training requests from staff if these are not considered consistent with the strategic objectives of the Council.
- 2.7 Where relevant to the role, the Parish Council will support staff membership of professional bodies.

## 3. Councillor Training

- 3.1 The Council as a corporate body sets the policies of the Parish Council. In this context it is deemed essential that Councillors be afforded appropriate training. The training budget will also cover Councillor training.

- 3.2 All Councillors will be required to attend relevant training courses by appropriate service providers (see 3.3). This will form a coherent development plan with the objective of always having available a cohort of Councillors with the skills and knowledge to operate effectively, with integrity and in accordance with the Nolan principles. Training needs will be addressed through individual review, or as part of public meetings of the Council. Through these means it will be determined from Members those courses it would be appropriate for them to attend. As with paid staff, the Councillor development plan is linked to the Council's strategic plans, with the aim of ensuring the Councillors have the necessary skills and knowledge to deliver the corporate objectives.
- 3.3 The Council recognises that, because of its size, most formal training will be provided by outside bodies. It is the Policy of the Council to forge close links with various training providers including, Society of Local Council Clerks (SLCC) and National Association of Local Councils (NALC), in order that expert and timely training support can be accessed.
- 3.4 If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend.
- 3.5 New Councillors must undertake to complete basic training within 6 months of being elected/co-opted. This requirement remains in the case of past Councillors whose service to the Parish has lapsed for some reason and seek re-election.

#### **4. Training Course Feedback**

- 4.1 In order to evaluate training, Employees and Members are required to evaluate how successful and appropriate the training has been.
- 4.2 Staff and Council Members are also required to report on the training course attended. Reports can either be verbally or hardcopy and should advise if there was anything learned that the Parish Council can use and implement in the future.
- 4.3 The purpose of feedback is to provide shared learning across the organisation, justifying training benefits and demonstrating value for money.

*This document has been produced as a training strategy for the Council and will be reviewed annually at the Full Parish Council Meeting.*

**Document Approval:**

**(Chair to Melbourn Parish Council)**



**Date of Parish Council Meeting: 23 April 2019**