

# BURTON OVERY PARISH COUNCIL

## TRAINING & DEVELOPMENT POLICY

POLICY STATEMENT REFERENCE NUMBER	ADOPTED DATE	FUTURE REVIEW DATE
17	MARCH 2024	MARCH 2028

# **BURTON OVERY PARISH COUNCIL**

## **1. INTRODUCTION**

1.1 It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard, equivalent to their role with the council, to ensure that they are able to help deliver the council's services and ambitions as efficiently as possible.

1.2 The council also recognises that well trained and informed staff and councillors are better able to promote the work of the council in the local community and help to enhance the professional and transparent reputation of the council.

## **2. STAFF TRAINING**

2.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. It is essential that they are all fully trained to carry out their various duties as efficiently and effectively as possible.

2.2 Each member of staff will be interviewed via a staff appraisal once a year and during this appraisal training needs will be discussed and identified. A plan will be agreed for undertaking any training needs during the coming year, which will be informed by the extent of services the council undertakes during the year and by any emerging changes in circumstances, legislation or good practice. Any training undertaken during the year will be recorded on the personal file of each member of staff.

2.3 To ensure the Council achieves its objective of maintaining a motivated and skilled workforce who provide a high standard of service to the public, all employees will be required to notify the Parish Clerk of any areas of work in which they feel they require training. The Parish Clerk will notify the Chairman or Vice Chairman of any areas of work which they feel they require training. All such requests will be retained on the personal file of the relevant staff.

2.4 Additionally, through staff appraisals, any weaknesses in staff training will be highlighted and thereafter addressed.

2.5 It will be particularly important to ensure that all new staff are given appropriate and timely induction training on the council's operational activities and the ambitions it is seeking to deliver for the local community. The Clerk will provide this to other staff and the Chair will provide this for the Clerk whenever a new appointment is made.

2.6 The Council will maintain a specific budget to fund training requirements.

2.7 The Council will seek to ensure that the Clerk will hold (or work towards) the CiLCA Qualification operated by the Society of Local Council Clerks or the equivalent University of Gloucestershire qualification. This will be important in order for the Council to secure and retain its General Power of Competence. Funding will be made available by the Council for this qualification to be achieved.

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### **3 COUNCILLORS' TRAINING**

3.1 The policies of the Parish Council are set by the Council as a corporate body and much of what it achieves is done so through its contacts and relationships with partner bodies working in the community. It is essential, therefore, that all Councillors are afforded appropriate training on the role and remit not only of parish councillors but also on the role and responsibilities of the other tiers of local government and public bodies providing services on behalf of local residents. A training budget will be maintained for Councillors' training.

3.2 All Councillors will be offered the opportunity to attend relevant training courses provided by various service providers where a need is established. This will be addressed through Agendas and matters raised by Members, in discussion with the Chairman and Vice Chairman, by which relevant courses for them to attend would be identified. Training will be particularly relevant for new councillors whenever they are elected or co-opted onto the Council. This should be appropriate to their needs and timely and should cover not only the operational activities of the council but also the various roles and responsibilities of councillors and staff working for the organisation.

3.3 The Council recognises that most formal training for councillors will be provided by outside bodies. Therefore, close links have been established with various training providers including Harborough District Council, Society of Local Council Clerks, National Association of Local Councils and the Leicestershire and Rutland Association of Local Councils.

3.4 The Council is supported by the Leicestershire and Rutland Association of Local Councils.

3.5 If the whole Council identifies a need for training on a particular subject, the clerk will seek out an appropriate mechanism for delivering this.

### **4. TRAINING COURSE FEEDBACK**

4.1 In order to evaluate training, employees and councillors will be required to evaluate how successful and appropriate the training has been. This will help to inform the commissioning of future training.

4.2 Staff and councillors will be asked to report on all training course attended; this can either be verbally or hardcopy in order to identify whether there was anything learned that the Parish Council can use and implement to improve its overall operating performance and effectiveness.

4.3 The purpose of feedback is to provide shared learning across the organisation, which provides training and development benefits, facilitates a consistent culture across the organisation and ensures value for money.

*(This document has been produced as a training and development strategy for the Council and will be reviewed every four years.)*