

TRAINING POLICY



This policy sets out the process for the provision of training. For councillors it supports the signed undertaking made on their Declaration of Acceptance of Office.

1. Whitwick 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, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.
2. The Council will be responsible for monitoring and managing the training budget.
3. The Parish Manager will periodically undertake a skills audit to identify areas of expertise that can be shared in-house – meeting needs of the council as it develops existing and future services.
4. Staff training will be identified by the Parish Manager / Staff Committee through the annual appraisal process and the cost and training provider investigated. A training schedule may be prepared to ensure the training is relevant and fit for purpose and within budget provision.
5. Councillor training courses will be identified by the Parish Manager and opportunities to attend investigated before being brought to the full Council.
6. Training may either be carried out in-house or by specialist training centres as appropriate. Training does not always need to be a certificated course or from an outside provider –specialist knowledge can be obtained in a variety of ways (self-help books, on-line/distance learning, webinars, in-house workshops, visits to other councils). Some courses are free of charge and the Parish Manager will endeavour to make best use of these opportunities, subject to any restrictions that may have to be met.
7. Councillor training requests are submitted to the Parish Manager by phone, email or in person and (subject to budgetary provision) places are booked.
8. Parish Manager training requests will be evaluated by the Council to gauge their relevance, content and appropriateness. Approval for training will be granted by the Council.
9. Volunteers will be given appropriate training depending on the activity they are undertaking. Basic induction on parish council role/purpose will also be included at point of first contact. For some activities, volunteers will be asked to give a signed undertaking to abide by H&S instructions. The Parish Manager and/or experienced parish councillors will deliver most training sessions for volunteers, unless specialised provision is needed.
10. New councillors and staff will have an induction meeting(s) with the Parish Manager and this should be completed within the following timescales – councillors within 6 weeks of election/co-option; staff commenced on day 1 and completed within 3 months. An information pack will be provided to councillors and staff (and volunteers if appropriate).
11. All new councillors must attend basic training by LRALC as soon as practicable, together with Code of Conduct training by the Monitoring Officer.
12. Credit will be given for relevant training that provides transferable knowledge for the parish council sector.

13. All councillors are encouraged to attend training which improves or increases the skills required to fulfil the role of councillor, which includes refresher training for longer serving councillors.
14. Training which provides general benefit to the Council will be restricted to a limited number of attendees.
15. Copies of all training presentation papers will be retained by the Parish Manager. Course attendees should provide a report to council on the benefits of the training and may be requested to carry out in-house training and / or information sharing for non attendees.
16. A record of all training by councillors and staff will be kept by the Parish Manager and submitted as evidence should the council apply for any accreditation status.