



TRAINING AND DEVELOPMENT POLICY

COUNCIL'S AIM

Siston Parish Council have implemented a Training and Development Policy for staff, volunteers and Councillors to enable them to operate and maintain a high level of performance. The council is committed to providing employees and members within, the access to necessary training and development opportunities to ensure that the council can meet its aims and objectives.

The development of skills and abilities of staff and councillors will result in the delivery of high-quality services, the efficient management of those services and the compliance with and utilisation of legislative powers.

The council values the time given by its members to their community and can maximise the benefits from the contribution by strengthening their community role.

COUNCIL'S COMMITMENT

Siston Parish Council make the following commitments:

- To develop employees and members to achieve the objectives of the Council and to ensure volunteers have adequate training and understanding to undertake the work they do on behalf of the council.
- To regularly review the needs of, and to plan training and development for employees, volunteers, and members.
- To regularly evaluate the investment in training and training budgets.

TRAINING NEEDS

(Employees – REORGANISED TO SEPARATE THE IDENTIFICATION OF NEED FROM HOW IT WILL BE MET)

Contracts of employment and job descriptions will include details of the council's commitment to training.

Staff training will be identified through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the council. In addition, employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aim of the council.

Needs will be met by:

- Induction training for new members of staff.
- Current or any new clerk to hold or look to attain the CiLCA or equivalent after the first twelve months of employment, unless otherwise agreed. Clerk to be a member of the Avon Local Council's Association (ALCA), the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).
- Relevant additional training may be requested or required at any time.
- Attendance of relevant local meetings such as Clerks forums and briefings.

Council Members – (WORDING RE-ORGANISED)

Training requirements for members will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.

Training needs will be met by:

- Councillors being given a copy of the Good Councillor guide.
- Being encouraged to attend the ALCA “The Essential Councillor Course”.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training may be provided on an ad-hoc basis.
- The Chairman and Vice Chairman are also encouraged to attend the ALCA “Becoming a Chairman” course upon their acceptance of office.

Volunteers – ADDED

All volunteers will be required to:

- To read and understand the policies of the parish council, in particular Health and Safety and General Data Protection.
- To receive adequate training for tasks they undertake on behalf of the parish council.

TRAINING RESOURCES

An annual budget will be set for employee and volunteer training and councillors training. All employees or members attending training may claim travel expenses. The council will ensure that membership fees for ALCA, NALC, SLCC and NAA are included annually within the budget.

Training providers for both employees and councillors may include:

- Society of Local Council Clerks
- Avon Local Councils Association
- National Association of Local Councils
- Regional and National seminars/conferences
- Principle Authorities

COMMON RESOURCES

Siston Parish Council will subscribe to relevant publications giving access to advice services of ALCA, NALC, SLCC & NAA.

Siston Parish Council will ensure there are relevant up to date publications such as Arnold Baker on Local Council Administration (Eleventh Edition).

Approved 16th May 2024

Review date May 2025