

BECKINGTON PARISH COUNCIL

www.beckingtonparishcouncil.org.uk



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Training Policy

Introduction:

Beckington Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel development.

Training:

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations".

Learning can be categorised into the following:

- ✓ **Intuitive:** learning which happens by chance and we may not be conscious of it.
- ✓ **Incidental:** learning by reflection on particular events or activities.
- ✓ **Retrospective:** a system approach to reflecting on activities and identifying what we learned from them.
- ✓ **Proactive:** planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff learning will reflect many of the above.

Training Aims:

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves.
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:

- a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
- b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)
- c) Ensure the Council is successful in obtaining Quality Parish Status

Staff Training:

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All staff encouraged to undertake the following, for which the Council will provide financial support: 1. Working with your Council 2. Certificate in Local Council Administration 3. Certificate in Local Policy Studies	Ongoing
All staff encouraged to read regular publications and update from internet Websites: <ul style="list-style-type: none"> ▪ SLCC ▪ The Clerk ▪ NALC ▪ Local Council Review 	Monthly
All staff encouraged to attend training relevant to their position	Ongoing

Council:

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members & Staff	Annually
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Councillors' Training:

<p>All Councillors to be provided with a copy of 'The Good Councillors guide' following Local Council Elections and to receive an introductory training session as soon as practicable after the local elections.</p>	<p>Every 4 years</p>
<p>All Councillors are encouraged to complete a skills audit to identify training needs.</p>	<p>Yearly in May</p>
<p>All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.</p>	<p>On Election to Office</p>
<p>All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities.</p>	<p>Annually</p>
<p>Councillors elected to serve on the Disciplinary & Grievance Committee must attend training unless they are already qualified in the subject.</p>	<p>On election to the Committee and as and when required.</p>
<p>All Councillors are encouraged to read the following publications:</p> <ul style="list-style-type: none"> ▪ <i>The Good Councillor's guide</i> ▪ <i>The Good Councillor's guide to finance and transparency</i> ▪ <i>The Good Councillor's guide to being a good employer</i> <p>And all the other the other National Association of Local Councils publications available for Councillors.</p>	<p>On Election to Office</p>