

# Anwick Parish Council

## Training and Development Policy

### Introduction

Anwick Parish Council is committed to provide a level of training for both 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 individual's 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 Organisation".

Learning can be categorised into the following:

- Intuitive – learning which happens by chance and the individual may not be conscious of it,
- Incidental – learning by reflection on events or activities,
- Retrospective – a systematic approach to reflecting on activities and identifying what has been learned, or
- Proactive – planning to learn from an activity, reflecting on it and planning to use what was learned.

It is anticipated that the individual's learning will reflect many of the above.

### 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 staff to ensure that they can undertake their respective roles.
3. To make available the necessary awareness, training, and provision of guidance for volunteers covered by the Council.
4. To ensure an acceptable level of succession planning so that the Council:
  - can operate effectively following local elections and potential changes to the Council membership.

- can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover, etc.)

### **What will prompt training**

- Introduction of new laws or changes in the law – training would ensure staff are kept up to date and therefore able to do their job effectively, efficiently and ensure the Council operate legally.
- Wanting to have General Powers of Competency – in which case the Clerk would need an appropriate qualification.
- Succession planning – ensuring staff are suitably qualified should a senior member of staff leave, allowing the Council to be able to continue to operate.
- If there are indications that mistakes, or errors are being made – training could address this to ensure it there is no repetition.

### **How the Council will evaluate when training is needed**

- Whether Councillors and staff have had training, if so when.
- Is refresher training required.
- How long has the person been in post – new staff and Councillors will require training.
- Whether there are a defined set of courses it would expect staff or Councillors to attend.
- If laws change.
- If the Council take on new functions. An example might be allotments.

### **Training Budget**

This will be reviewed annually to consider all required training and will cover:

- The training course,
- Travel to and from the course,
- Any resources, books, manuals, or publications required for the training,
- Any accommodation required,
- Subscriptions to attend,
- Software licences,
- Whether it is an election year in which case it might need to be increased significantly, as training will be needed for new Councillors, and
- Changes in the law which may need additional training.

## Requirements and Actions

### Staff Training

All new Staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually.
The Clerk/RFO encouraged to undertake the following, for which the Council will provide financial support: <ol style="list-style-type: none"> <li>1. Introduction for Clerks (available through LALC) – particularly for Clerks new to the role</li> <li>2. Year End Accounting (available through LALC) – particularly for Clerks new to the role</li> <li>3. Working With VAT (available through LALC) – particularly for Clerks new to the role</li> <li>4. Certificate in Local Council Administration (as required)</li> </ol>	<p>Month 1-2.</p> <p>Month 1-2.</p> <p>Month 1-2.</p> <p>Year 1-2.</p>
All staff encouraged to read regular publications and update from internet Websites: <p>SLCC</p> <p>The Clerk</p> <p>LALC Newsletters</p> <p>NKDC Newsletter</p>	Monthly.
All staff encouraged to attend training relevant to their position and of benefit to the working or advancement of the Council.	As and when required.

### Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff	Annually.
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### Councillors' Training

All Councillors are provided with New Members Induction Pack following Local Elections or Co-option and to receive a short training session as soon as practicable on Councillor Training (available from LALC).	On taking post or every 4 years thereafter.
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All Councillors are encouraged to complete a skills audit to identify training needs	Annual prior to budget process.
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On Election to Office or after significant change in Code of Conduct.
All Councillors are encouraged to attend conferences and training events as appropriate to members' and Council needs and responsibilities	As and when required.
Councillors elected to a Staffing Committee should attend the relevant training relating to employment and management of staff.	On election to the Committee and as and when required.
All Councillors encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance and Governance & Accountability	As soon as possible after taking post.

### Volunteers

<p>All volunteers should be provided with appropriate training relevant to the role taken on. This may include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety (including use of PPE)</li> <li>• Operation of specific machinery and/or tools (incl. use of associated signage)</li> <li>• Public and property awareness</li> <li>• Specific rules or specialised training relevant to the role</li> <li>• Council policies specifically related to the role</li> </ul> <p>Failure to complete the training may result in the volunteer not being allowed to carry out the voluntary activity.</p>	As soon as possible after being approved or accepted as a volunteer; or at least annually thereafter; or when new machinery, tools, or processes introduced to the role.
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