

Brewood and Coven Parish Council with Bishop's Wood and Coven Heath

Training and Development Policy

It is the Parish Council's policy that all employees and Parish Councillors will be trained to meet a high standard to ensure that they are equipped to deliver the strategic business plan as efficiently as possible. The Parish Council is committed to providing ongoing training and development for both staff and Members.

1. Staff Training

1.1 Employees of the Parish 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 duties as efficiently and effectively as possible.

1.2 Each member of staff is interviewed by way of a staff development interview (appraisal) once a year and during this appraisal, training and development needs are discussed. A development plan is then created and outlines what training and development staff will undertake during the period covered by the plan. The development plan is linked to the Council's Strategic Business Plan, with the aim of ensuring the staff have the necessary skills and knowledge to deliver the objectives set out in the plan.

1.3 To ensure the Parish Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify the Clerk of any areas of work in which they feel they require training.

1.4 Additionally, through staff appraisals any requirement for staff training will be highlighted and thereafter addressed.

1.5 Each year the Parish Council sets aside a specific budget for staff training.

1.6 The Clerk will be qualified, or working towards a recognised qualification with either the Society of Local Council Clerks CiLCA qualification, or University of Gloucestershire qualification.

1.7 The Parish Council will continue to support the Clerk as a member of the Society of Local Council Clerks.

2. Councillors Training

2.1 As the policies of the Parish Council are set by the Council as a corporate body, it is essential that all Parish Councillors are afforded appropriate training. The training budget is also to be used for Parish Councillors' training.

2.2 All Parish Councillors are offered the opportunity to attend all relevant training courses by the various service providers. This will be addressed through agendas and ascertained from Members which courses would be appropriate for them to attend. The action plan is linked to the Council's Strategic Business Plan, with the aim of ensuring the Parish Councillors have the necessary skills and knowledge to deliver the objectives set out in those plans.

2.3 The Parish Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various training providers including, Society of Local Council Clerks (SLCC) (The society provides legal, financial and other advice and guidance from clerks network), and National Association of Local Councils (NALC) (provides advice for local councils in

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membership of the local county association and NALC on legal matters, policy training and development), South Staffordshire Council and Staffordshire County Council.

2.4 If the whole council requires training on a particular subject the Clerk will source an appropriate provider to deliver the necessary training at the Parish Council offices. If possible and spaces are available, other local parish councils will be encouraged to attend in an attempt to defray the cost of such provision.

3. Training Course Feedback

3.1 In order to evaluate training, employees and Members are required to evaluate how successful and appropriate the training has been.

3.2 Staff and Members are also required to report on the training course attended, this can either be verbally at a Parish Council meeting or by submission of handouts received at the venue. This will ensure that anything valuable learned by staff or a Councillor may be used and implemented in the future.

3.3 The purpose of feedback is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

This document has been produced as a training strategy for the Council and will be reviewed annually.