



# BRIZE NORTON PARISH COUNCIL

## Training and Development Policy

Adopted by Full Council	Monday 11 <sup>th</sup> May 2019
Last Review	September 2020
This Review	July 2021
Next Review	2022

### **POLICY STATEMENT**

Brize Norton Parish Council are committed to ensuring that our Councillors and staff are provided with the training they require to carry out their duties to the best of their abilities and are up-to-date with current legislation. To support this, an annual training budget is allocated to enable them to receive any relevant training and attend conferences throughout the year.

This Council is committed to fulfilling its duties and responsibilities to residents in a professional manner. The councillors, Clerk and other employees should be suitably equipped with knowledge and skills to perform the role they were elected or employed for. The Clerk is responsible for procuring or providing such training and development opportunities as befits their role and position, relevant for the most effective delivery of its work.

### **BENEFITS OF TRAINING & DEVELOPMENT**

- Training and development enables the Parish Council to achieve its aims and objectives.
- Training and development ensures legislation is complied with.
- Training gives staff and councillors a sense of confidence in their role and ensures progress.
- Training improves the quality of service that Brize Norton Parish Council provides.
- Development supports councillors to understand the needs and requirements of residents in Brize Norton and the process of how to best fulfil them.

# **TRAINING AND DEVELOPMENT STRATEGY**

## **Councillors should**

- Receive an information folder upon their acceptance of office, which includes copies of Standing Orders, financial Regulations, Code of Conduct, Policies of the Council and other information which is deemed relevant.
- Attendance of an introductory session explaining the role of Council, councillors, Chair, Clerk and RFO
- Receive e-mail updates and newsletters which the Clerk receives and deems relevant
- Be encouraged to attend OALC training session
- Be circulated any other training course, which may enhance their knowledge, skills or position

The Chairman and Vice-chair are also encouraged to attend OALC new Chairman course upon the acceptance of office.

## **The Clerk & RFO should**

- Be encouraged to attend all relevant OALC training courses including the new clerks' course.
- Provided with a contract of employment setting out clear objectives and expectations.
- Receive an employment and salary review annually from the Council
- Be encouraged to gain the Certificate in Local Council Administration (CiLCA)
- Receive any other training relevant to the proficient discharge of the duties such as IT, legal powers, finance and planning, which is identified through regular training needs assessments.
- Subscriptions to relevant advice services (NALC, SLCC) and publications such as the Local Council Administration by Charles Arnold-Baker
- Regular liaison with the Chairman of the Council

## **Other employees should**

- Receive training, where necessary, to safely operate machinery
- Be given a copy of the Council's Health and Safety and Social Media Policies, which they should read
- Take appropriate precautions when operating equipment and COSHH
- Receive instruction about operating in a public area.

## **Volunteers**

- Receive briefings on relevant health and safety matters and scope of their work prior to starting
- Assessment of their skill knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment required

# **TRAINING NEEDS IDENTIFICATION**

Training needs may be identified by new legislation, such as GDPR or audit regulations.

The Clerk may arrange training for new councillors and existing councillors may attend courses to deepen their understanding or aspects of Council responsibility. They may choose to develop relationships with other Councils to foster ties and share knowledge.

The Council may recommend training to further develop skills of the Clerk or other employees as a result of assessment or appraisal. This should be done through formal and informal discussions.

The Clerk is expected to keep up-to-date with developments in the sector, suggesting any specific training required.

## **RESOURCING TRAINING**

Annually, a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the Parish Council could enhance through training.

An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

## **EVALUATION AND REVIEW OF TRAINING**

All training undertaken by councillor or employees will be noted by the Clerk.

Following training, the person will report back to the Clerk, Chair or Council the relevance of effectiveness of the training supplied.