



BRANSTON PARISH COUNCIL POLICIES

TITLE: Training and Development Policy

Introduction

This policy outlines how Branston Parish Council will meet its commitment to high quality training. This will include induction training for councillors and staff, ongoing professional development for staff and continuing training and refresher courses for councillors.

Policy Statement

Branston Parish Council is committed to continual development of councillors and staff. This will assist councillors in making effective decisions, ensure staff can achieve objectives set by the council and build the capacity of the council to serve the community.

Induction Training

Councillors will be requested to attend induction training through Staffordshire Parish Councils Association. New Councillors will be provided with a copy of the Good Councillors Guide and the Members Code of Conduct.

Core Training

Core training will be identified as part of ongoing training for staff and councillors. This will cover legal responsibilities; core training will be undertaken by all councillors and renewed on a regular basis.

Continued Development

Any Councillor appointed to a Committee/working group will be required to undertake/have undertaken the appropriate training or to have sufficient experience to be able to be an effective member of the Committee. Continued development of staff will be agreed by the Staffing Committee and the employee concerned. Staff will be given training considered necessary for the Council to comply with its duties and to enable staff to achieve objectives set by the council.

Councillors will be principally responsible for identifying topics which will enable them to fulfil their role more effectively.

Reference no	Version	Document title	Created		Issued by	Authorised by
BPC Policies 003	1	Training and Development	Adopted Jan 22		Clerk/RFO	Chairman



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Monitoring and Evaluation of Training Undertaken

It is the responsibility of councillors to complete training and inform the clerk of completed topics. As part of the annual business risk assessment, councillors will consider if training available and undertaken is sufficient. Members may at any time request additional training.

The clerk will be responsible for maintaining an up-to-date record of training undertaken and identifying opportunities for training. The record of training undertaken shall include the date of completion and a brief description of the training. It will also be the responsibility of the clerk to monitor changes to legislation which impact on the duties of councillors.

Resources

Budgets for training and development are set for staff and councillors. To maximise value for money the council will also identify resources such as those listed below.

On-Line Training is available from:

Staffordshire Parish Councils Association (SPCA)
Information Commissioner's Office
Health and Safety Executive
Advisory, Conciliation and Arbitration Service Advice Service (ACAS)
www.local.gov.uk/councillor-workbooks ico.org.uk
Direct Gov <https://gov.uk/>
Health & Safety Executive <https://www.hse.gov.uk/>
Acas Online Learning <https://elearning.acas.org.uk/>

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