

# **MOUNTSORREL PARISH COUNCIL TRAINING POLICY FOR EMPLOYEES AND COUNCILLORS**

Mountsorrel Parish Council is committed to maintaining high standards from its Councillors, Clerk and staff and it will identify and pay for appropriate training.

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through training, we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

Mountsorrel Parish Council acknowledges that such development is a continuing process for both Councillors and employees at every level of the organisation. Training is seen as a necessary investment in order to provide the excellent services that the Council demands and the community expect. Training is not a privilege to be granted or withheld from employees, but should be undertaken after an appraisal of both Council needs and employee aspirations.

Information gathering and training is often essential in order to keep up to date with changes in legislation and therefore it is sometimes dictated by Government initiatives.

## **TRAINING**

The Council believes that it is equally important to train the Clerk, Councillors and other staff in order to carry out its functions in an efficient and professional manner. Councillors, the Clerk and other staff will be entitled to:

- An induction programme into their own roles as well as to the workings of Mountsorrel Parish Council
- An understanding of the direction and objectives of the Council
- An understanding of the contribution that is expected of them
- Training will include conferences, training courses, briefings and seminars where appropriate to their role.
- Ensure that training and development is focused on the organisation's needs.

### **1. Identification of training needs**

Training needs for employees will be identified by the Finance & General Purposes Committee, as follows:

- Through the completion of the annual review; and the identification of roles or positions held

- Should new legislation or equipment be introduced during the year then appropriate training will be given
- Appropriate staff will be given training in first aid and health and safety.

Training for Councillors will be identified as follows:

- A new Chairman will be expected to undertake appropriate training in chairmanship unless such training has already been undertaken relevant to local government in a previous organisation.
- New members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with a copy of 'The Good Councillors Guide'.
- The Chairman of the Finance and General Purposes Committee will be expected to undertake appropriate finance training provided by LRALC unless such training has already been undertaken relevant to local government in a previous organisation
- Members of the Finance and General Purposes Committee will be provided with copies of the Guide to Governance and Accountability in Local Councils in England and Wales as well as any other guidance issued by the National Association of Local Councils.
- New members will be expected to undertake the 'new councillor' training session for new Councillors carried out by LRALC
- New Members will be expected to undertake the "Code of Conduct" training session carried out by LRALC

Other needs will be addressed through agendas and by the roles of responsibility held on the Council as to which courses would be appropriate for them to attend. If the whole Council requires training on a particular topic the clerk will source the appropriate qualified person to provide the training.

### **Clerks Role**

- Induct new employees
- Identify training needs jointly with employees in relation to individual objectives
- Carry out on the job instruction or coaching were appropriate
- Make all employees aware of training and development opportunities
- Ensure those that are trained, share their knowledge with colleagues
- Evaluate, together, the effectiveness of training events in relations to service and individual objections with those involved.

### **RESOURCES**

Appropriate sums will be made available in each financial year and written into the budget to allow the required training to take place. The Finance & General Purposes Committee together with the Clerk will be responsible for monitoring this budget.

Councillors appointed to a particular role will normally be automatically approved for related training and involvement in related functions as long as the budget permits. Any other requests for training are to be approved by the Chairman and Clerk taking into account the training budget available and taking into account relevant circumstances including:

- Whether the Councillor has done a similar course previously
- If the Councillor has experience in that field and thus is expected to have already that knowledge
- Budget limitations means that Councillors cannot go on all courses offered
- Training is limited to the immediate relevance to the Councillor and his/her role

Councillors will be asked to share their training and any good practice gained after attending a training course, to pass on the information gained to other Councillors and to evaluate the effectiveness of a training event; this feedback will be used to evaluate the event for future attendance by other Councillors.

### **TRAINING PROVIDERS**

It is expected that the main training providers will be:

- Leicestershire and Rutland Association of Local Councils (LRALC)
- Society of Local Council Clerks
- Charnwood Borough Council
- Leicestershire County Council
- Professional training companies as appropriate.

### **MEASURING THE IMPACT OF TRAINING**

A well-trained Clerk, staff and members will see the benefit of training through:

- Well chaired Council meetings
- Professional responses to planning applications
- Policies and reports of a high nature
- Projects well managed
- Council finances well managed
- Professional conduct of the Clerk, other staff and Councillors
- Recognition through meeting national standards