



*Serving the community*

# Blaby Parish Council

## **EMPLOYMENT POLICY 15 - TRAINING**

### **Purpose**

The purpose of This Policy sets out the Council's approach to training and development so that Members, employees and the community as a whole are fully aware of the Council's commitment to training and development.

### **Scope**

This Policy applies to all employees of Blaby Parish Council including trainees and apprentices. Agency staff, contractors and others working on its behalf whether paid or unpaid (for example casual contracts, those on work experience, volunteers etc) are also expected to adhere to this Policy.

### **Introduction**

Blaby Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for any position of the Council should be made aware of the content of this policy and the expectations placed upon them contained within it.

### **Policy Statement**

Blaby Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end, the Council's intention is that Councillors, the Parish Manager, and any other workers of the Council are suitably equipped with the knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

### **Training and Development Activity**

Blaby Parish Council consists of sixteen elected Councillors and employs two office-based staff, two full time Grounds Staff, one Part Time Grounds Staff and one Part Time Cleaner. In addition, volunteers from Blaby provide invaluable support for its work. Training and Development for each of these groups will be regularly reviewed but will contain as a recommendation:

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### **Councillors**

- Provision of the Councillors Handbook containing copies of the Standing Orders, Financial Regulations, Code of Conduct and other information deemed relevant
- All relevant health and safety documents available on request.
- Access to relevant courses/briefings run by Blaby District Council (BDC), LRALC and SLCC
- Course fees and expenses will be paid by Blaby Parish Council (BPC) if the course has been agreed by BPC
- Receipt of circular documentation issued by BDC, LRALC and SLCC

### **Parish Manager**

- For new Parish Managers, an induction session explaining the role (of the Clerk)
- Provision of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- Working towards the CiLCA qualification (if not already held)
- Achieving a minimum of 12 Continuous Professional Development (CPD) points per year in order to satisfy the SLCC Council Foundation standards Accreditation Standard (one CPD point = one hour)
- Any other training relevant to the proficient discharge of their duties identified through regular training needs assessment
- Course fees and expenses will be paid by Blaby Parish Council (BPC) if the course has been agreed by BPC
- Attendance at relevant local meetings of bodies such as the SLCC, LRALC and NLAC
- Subscription to relevant publications and advice services
- Provision of the most current preferred reference books which will remain the property of STC
- Annual appraisal from the Chairman

### **Other Employees**

- All new employees to receive an induction session on Council activities as well as their own role
- All relevant health and safety training required by law
- Necessary training required for the safe use of any equipment required by the Council
- Course fees and expenses will be paid by Blaby Parish Council (BPC) if the course has been agreed by BPC.

### **Volunteers on Parish Council Activities**

- Briefings on health and safety matters and the scope of their work prior to starting b. Assessment of their skill, knowledge and capacity to complete the task in hand
- Briefing on the safe use of any equipment provided by the Council
- Training for volunteers will not be beyond that which is necessary for their role

### **Training Needs Identification**

- Training requirements for Councillors will usually be identified by themselves, the Chairman and the Parish Manager. Opportunities to attend courses will be investigated by the Parish Manager and brought to the attention of the Full Council
- The Council will formally review the training needs of Councillors and the Parish Manager at a meeting of the Parish Council
- Training needs for the Parish Manager will be identified through the recruitment process for new officers including application form and interview, formal and informal discussions and annual staff appraisal. The Parish Manager is expected to keep up to date with developments in the sector and highlight to the Council any training required.

### **Resourcing Training**

- An allocation will be made annually in the budget as required to enable reasonable training and development
- An allocation will be made annually in the budget for the payment of membership and subscriptions to local council societies to enable Officers and Councillors to take advantage of their training courses and conferences
- Purchases of relevant resources such as publications will be considered on an ongoing basis

### **Evaluation and Review of Training**

- All training undertaken will be evaluated by the attendee to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process
- Training will be reviewed in light of changes to legislation or any quality systems relevant to the Council; new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Parish Manager, other staff or volunteers
- A record of all training received by Officers and Councillors will be recorded

Adopted – September 2020