



Liss Parish Council

Training Policy

Statement of Intent

Liss Parish Council is committed to ensuring its staff and Councillors 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 to be given the training necessary for their role and Councillors to attend training and conferences relevant to their office.

Liss Parish Council employs one full-time staff and four part-time staff, plus casual grounds maintenance staff as required. Its training needs will therefore cover many different areas to and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

The Staff Matters Committee will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Clerk through the annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Staff Matters Committee for approval to ensure the training is relevant and fit for purpose before presentation to the Financial Committee for inclusion in the budget.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Grounds staff and caretaking staff may require specialised training in their respective fields. Necessary training will be identified and either be carried out in-house or by specialist training centres as is appropriate. Staff may be required to attend these courses which will normally be undertaken in working hours. Any additional expenses will be met by the Council.

All new staff will be given training in health and safety and fire safety to ensure that they can undertake their jobs safely. Any immediate additional training needs will be identified and authorised.

Should staff require or request additional specialist training the Council may require the staff member to sign an agreement to pay back part or all of the training costs should they voluntarily leave the Council's employment within a year of completing the training.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake an appropriate induction course and senior officers will be expected to go on to take the 'Cilca' and Local Policy Certificates.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Hampshire Association of Local Councils (HALC) to enable staff and councillors to take advantage of their training courses and conferences.

The Clerk & Assistant Clerk will be expected to attend all relevant training days whenever possible and other members of staff and councillors will be expected to attend training days which are relevant to their office.

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing appropriate documents.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and HALC and attend conferences whenever possible.

All training undertaken will be evaluated by the Staff Matters Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

Staff Training - Needs, identification & methods

1. Needs for Training.

Typical aspects which might benefit from training are:

- Changes in legislation*
- New and revised qualifications for the Parish Clerk*
- Accidents/injury*
- Professional errors or omissions*
- Introduction of new equipment*
- New processes/working methods*

2 Salaried Staff

Salaried personnel should receive training applicable to their specific role e.g Parish Clerk, grounds maintenance staff, litter pickers, caretakers etc.

3 Contractors

Contractors and self employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at LPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within LPC before committing to any training scheme.

4 Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of LPC.

2. How to identify training needs

- a) Staff appraisals*
- b) Questionnaires*

- c) *Interview/discussion*
- d) *Requests*

3. Resourcing training

Organisations offering training include:

- *Hampshire Association of Local Councils (HALC)*
- *Society of Local Council Clerks (SLCC)*
- *National Association of Local Councils (NALC)*
- *East Hampshire District Council (EHDC)*

Councillor Training

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and HALC and attend conferences whenever possible.

All training undertaken will be evaluated by the Staff Matters Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. About Being A Parish Councillor
5. Training Statement of Intent
6. Meetings Timetable
7. The Parish Councils (Model Code of Conduct)
8. Estimates
9. Standing Orders
10. Financial Regulations
11. Committee Terms of Reference
12. Parish Council Powers
13. Data Protection Policy

Adopted by Liss Parish Council on 19th October 2015

14. Equal Opportunities Policy
15. Health & Safety Policy
16. Disaster Recovery Plan
17. Community Engagement Strategy
18. Information Leaflets
19. Minutes of Parish Council Meetings - Limited to the previous month