

FLAMBOROUGH PARISH COUNCIL

Statement of Intent – Training

1. Statement of Policy

Flamborough Parish Council recognises that it's most important resource is its Councillors and staff and encourages both to enhance their knowledge and qualifications through training to enable them to make the most effective contribution to the Council's aims in providing the highest quality representation and services for the people of the Flamborough. Some training is necessary to ensure compliance with all legal and statutory requirements. 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.

2. Statement of Intent

2.1 Flamborough Parish Council employs the Clerk to the Council and two part time toilet cleaners. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff. The Council will be responsible for monitoring and meeting the training needs of staff and managing the budget. The training and development requirements of staff are identified by the Clerk and a report submitted to the Council for approval to ensure the training is relevant and fit for purpose.

2.2 Toilet cleaning staff will require specialised training in their respective fields. Such training will be identified and either be carried out in-house or by specialist training centres as is appropriate.

2.3 The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff. All new members of administrative staff will be expected to undertake the 'Working With Your Council' course. The Clerk will be required to obtain the CiLCA qualification

2.4 The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the East Riding and North Lincolnshire Association of Local Councils (ERNLLCA) to enable staff and councillors to take advantage of their excellent training courses and conferences.

2.5 The Clerk will be expected to attend relevant training events and other members of staff and councillors can attend training events which are relevant to their office. 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 (eg, ERYC planning liaison seminars) and ERNLLCA. In-house training during an evening can be considered if required, to enable all councillors to attend. The Clerk will circulate ERNLLCA newsletters to keep Councillors informed of legislation changes and developments in the sector.

- 2.6 New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out as follows: The Good Councillors Guide, Briefing for New Councillors, Members List, Meetings Timetable, the budget for current year and previous year-end accounts, The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159), Standing Orders, Financial Regulations, Chairmanship procedures, the Council's Complaints Procedure, the Council's adopted policies, Flamborough Parish Council's Publication Scheme (Freedom of Information Act 2000), Tenancy Agreement for allotment holders (blank), Asset Register and Powers and Duties of Parish Councils.
- 2.7 Training needs can be identified by questionnaires, during interview, following confirmation of appointment or formal/informal discussion. Other circumstances may present the need for training, i.ee legislative requirements, changes in legislation, changes in systems, revised qualifications becoming available, accidents, professional error, introduction of new equipment, new working methods/practices, complaints to the Council, a request from a member of staff, delivery of new services.
- 2.8 Evaluation of training can be achieved by staff/councillors providing feedback on training and also the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice. Records of all training undertaken will be kept.