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## **ILLOGAN PARISH COUNCIL**

### **TRAINING POLICY**

#### **INTRODUCTION**

Illogan Parish Council expects all councillors as well as employees to access appropriate training thus equipping themselves with the relevant skills and knowledge to meet both present and future needs. The aim is to improve the standards of professional practice and to play a leading role in raising the status of local government. It is also the intention to promote and sustain progression through Continuing Professional Development (CPD) of its members and employees. Evidence of member involvement in ongoing professional development activities will be required.

Illogan Parish Council believes that appropriate training of Councillors and employees is essential to provide the standard of service to the parish to which the Council is committed. The Council would like employees and members to be proactive in their personal training and development. The Council will ensure funding is available for the training needs of both members and employees in its annual budget.

#### **TRAINING NEEDS**

Training needs are determined by:

- changes in legislation;
- changes in quality systems;
- new, or revised qualifications launched;
- professional error/mistake;
- accidents;
- new equipment;
- new processes/working methods;
- complaints to the Council;
- a request from a Councillor or employee;
- changes in personnel.

Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through annual staff appraisals. The Parish Council will consider providing support for appropriate further education and professional qualifications including granting study leave for revision and examination days.

## **COUNCILLOR TRAINING**

All new Councillors will be provided with an induction pack and offered mentoring. This pack will include sufficient information to allow Councillors to undertake their duties upon election.

All new and existing Councillors will be offered the opportunity to attend courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations.

All Councillors will be made aware of training courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations via the monthly council meetings and individually provided copies of the training information. There will be regular agenda items for Full Council meetings regarding training availability with the opportunity for members to register and attend.

Councillors will be offered the opportunity to join in any relevant staff training; particularly those concerned with health and safety and fire regulations.

## **STAFF TRAINING**

All new staff will be given in house training, both formal and informal, particularly in health and safety procedures.

All staff will be given regular health and safety training.

First aid, defibrillator and resuscitation training will be provided for nominated members of staff.

All staff are encouraged to identify and discuss their training needs.

Staff will be supported in acquiring qualifications appropriate to their post. The Council will provide support where it is deemed appropriate.

## **TRAINING RESOURCES**

The Parish Council's policy is to pay for membership of professional bodies which include the Cornwall Association of Local Councils (CALC), National Association of

Local Councils (NALC), Society of Local Council Clerks (SLCC), South West Councils and other appropriate bodies who provide local council related training sessions and literature, as approved annually by the Parish Council. Other resources include books, journals and other publications, the website and the internet.

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

All members and staff attending conferences, seminars and training sessions are required to give a report of the event at the next full council meeting. The Council recognises that CPD is not just about attending such events. CPD should be regarded as an activity which has the potential to develop practice through critical reflection. The Clerk will maintain a clear evidence record and evaluation of all training events attended for both Councillors and employees.

<b>Review Date:</b>	<b>Reviewed By:</b>	<b>Amendments</b>