Training Policy

Introduction

St Mewan Parish Council is committed to the ongoing training and development of all Councillors and Staff to ensure the highest standard of representation and services for the residents of the Parish.

This policy sets out:

• the council's commitment to training and development

• the identification of training and development needs

• financial assistance

• study leave

• the monitoring of the policy

Commitment to Training and Development

The objectives of this policy are to:

• encourage councillors and staff to undertake appropriate training and development

• allocate training in a fair manner

• ensure that training and development is evaluated in order to judge its value to both the Council and individuals St Mewan Parish Council recognises that one of its most important resources is its Staff and Councillors therefore is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of their professional bodies. Therefore, the Parish Council will consider subscription to the Society of Local Council Clerks (SLCC) and Cornwall County Association of Local Councils (CALC) each municipal year.

To support this, funds will be allocated to a training budget each year to enable Staff and Councillors to attend training events and conferences relevant to their duties and the needs of the Parish Council.

The Identification of Training and Development Needs

The Clerk will identify training and development for all Staff, including the Clerk, and Councillors.

The Clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs.

The Council will approve training and development opportunities for Councillors and Staff.

Staff and Councillors who wish to be nominated for training and development provision should discuss this in the first instance with the Clerk or Finance, Staffing, GP & Audit Committee (as appropriate) upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

Appropriate training and development will be necessary to ensure that both Staff and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities.

Both Staff and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

As soon as practicable after joining the Council, a parish councillor will attend appropriate training sessions to familiarise themselves with the general work of a parish council.

The Clerk will provide a welcome pack to all new councillors.

The pack will include the following:

• CALC Welcome Pack

• Contact details for Councillors and the Clerk

• Adopted Code of Conduct

• Standing Orders

• Financial Regulations

• Meetings calendar

• Details of website – www.stmewanparishcouncil.gov.uk

• Any other relevant and current information.

Financial Assistance

All sponsored training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors and staff will be required to attend the nearest college/venue offering the required provision.

For approved courses staff can expect the following to be sponsored:

• the course fees

• examination fees

• associated membership fees

• one payment to re-take a failed examination.

Councillors and Staff attending courses will be required to inform immediately the Clerk or the Chairman of the Finance, Staffing, GP & Audit Committee (as appropriate) of any absence, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance.

Each case will be considered on an individual basis.

Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave St Mewan Parish Council employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training.

Study Leave

Employees who are given approval to undertake external qualifications are granted the following:

• study time to attend day-release courses

• time to sit examinations

• study time of one day per examination

Provision of study time must be agreed with the Clerk or the Chairman of the Finance, Staffing, GP & Audit Committee (as appropriate) prior to the leave being undertaken.

Monitoring of the Policy

The Finance, Staffing, GP & Audit Committee will be responsible for monitoring and management of the budget for this policy.

It will report to Full Council. Staff and Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event.

This feedback will then be used to evaluate the event.

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