



STOKESLEY

TOWN COUNCIL

TRAINING POLICY

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STOKESLEY TOWN COUNCIL

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TRAINING POLICY

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STOKESLEY TOWN COUNCIL

TRAINING POLICY

INTRODUCTION

- 1 Stokesley Town Council ('the 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.
- 2 Prospective Councillors and applicants for the post of Clerk are made aware of the content of this policy and the expectations placed upon them contained within it..

POLICY STATEMENT

- 3 The Council is committed to ensure that it fulfils its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Clerk and all 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 encourages and supports the development of knowledge, skills and abilities and recognises that there is shared benefit. 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

- 4 The Council consists of eleven elected Councillors and employs one part-time Town Clerk, one part-time Assistant Clerk and one part-time caretaker. Additionally the Stokesley Town Hall Trust employs three part-time stewards. In addition, a number of volunteers provide invaluable support for its work.
- 5 The training needs of these groups cover many different areas and impose training responsibilities on the council in managing the health, safety and welfare of its staff.
- 6 Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:
- 7 For each new Councillor:
 - Attendance at induction sessions explaining the role of Councillors
 - Provision of a Stokesley Town Council Councillor Information Lever Arch File containing copies of the Standing orders, Financial Regulations, Code of Conduct, Policies of the Council and other relevant documentation such as recent financial accounts and the current budget.
 - Training on the use of the Power of Well Being
- 8 For each current Councillor:
 - Access to relevant courses provided by bodies such as the Yorkshire Local Councils Association (YLCA).
 - The offer of expenses for attending briefings, consultations and other general meetings for Councillors in Hambleton District and North Yorkshire
 - Distribution of documentation such as briefings and newsletters/magazines

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- 9 For all staff:
 - Training in health and safety, first aid and fire safety to ensure that they can undertake their jobs safely.
- 10 For the Clerk and, where appropriate, the Assistant Clerk:
 - Induction session explaining the role of the Clerk
 - Provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
 - Attendance at a “Working With Your Council” Course or similar.
 - Gaining the Certificate in Local Council Administration (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain Quality Parish Council status.
 - Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments.
 - Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by YLCA.
 - Subscription to relevant publications and advice services.
 - Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
 - Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
 - Regular feedback from the Chairman of the Employment Committee on their performance.
- 11 For the Caretaker and Stewards:
 - These roles require specialised training in their respective fields. Appropriate training will be identified and either be carried out in-house or by specialist training centres as appropriate. Attendance by staff at these courses will normally be undertaken in working hours. Any additional expenses will be met by the Council.
- 12 For Volunteers on the Council's activities:
 - Briefings on relevant health and safety matters and the scope of their work prior to starting.
 - An 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

- 13 Training requirements for Councillors will usually be identified by themselves, the Employment Committee, the Chairman and / or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.
- 14 Annually, the Employment Committee will use a skills audit to formally review the training needs of Councillors, including their roles as members or chairmen of specific committees, and make recommendations for approval at a meeting of the full Council.

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- 15 The training needs of the Clerk and Assistant Clerk will be identified through the recruitment process, including the application form and the interview, formal and informal discussions and the annual staff appraisal. Additionally the Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required as a result of these developments.
- 16 Similarly the training needs for the caretaker and stewards will be identified through the recruitment process, including the application form and the interview, formal and informal discussions and the annual staff appraisal.

RESOURCING TRAINING

- 17 The annual budget includes an agreed sum of money to enable the reasonable training and development for the Councillors and staff.
- 18 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks (SLCC) , and the Yorkshire Local Councils Association to enable the Clerk, Assistant Clerk and Councillors to take advantage of their training courses and conferences.
- 19 Purchases of relevant resources such as publications will be considered on an ongoing basis.

EVALUATION OF TRAINING

- 20 All training undertaken will be evaluated by both the trainee and subsequently by the Employment Committee to gauge its effectiveness, relevance and content. Any additional training needs highlighted as a result of this evaluation will contribute to the training identification process outlined above.

REVIEW OF TRAINING

- 21 Training will be reviewed in the 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 Clerk or volunteers.

RECORDING OF TRAINING

- 22 The Clerk will maintain a record of training attended by themselves and Councillors. This policy will be monitored and reviewed annually.

MONITORING

- 23 This policy will be monitored and reviewed annually.