



# WINSHAM PARISH COUNCIL TRAINING POLICY

## Training Statement of Intent

Introduction Winsham Parish Council is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Council and the Community it serves, but also the councillors' personnel development.

## Training

Training is defined as "a planned process to develop the abilities of the individual and to satisfy the current and future needs of the Organisations". Learning can be categorised into the following:

- Intuitive – learning which happens by chance and we may not be conscious of it.
- Incidental – learning by reflection on particular events or activities.
- Retrospective – a system approach to reflecting on activities and identifying what we learned from them.
- Proactive – planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that member/staff learning will reflect many of the above.

## Training Aims

The Council's training aims are the following:

1. To improve the understanding of its members, of their role as a local Councillor, the powers available to the Council and how best to utilise the resource available to the Council for the betterment of the residents it serves
2. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
3. To ensure an acceptable level of succession planning in order to:
  - A. Ensure the Council can operate effectively following local elections and potential changes to the Council membership.
  - B. Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness staff turnover etc.)

## Staff Training

All new staff to take Induction Training	As and when required
All staff to undertake staff appraisals to develop training needs	Annually
All office staff encouraged to undertake the Certificate in Local Council Administration for which the Council will provide financial support	As soon as practical
All staff encouraged to read regular publications and update from the internet websites: SLCC NALC	Monthly
All staff encouraged to attend training relevant to their position	On going

## Council

Council to allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff	Annually
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## Councillors Training

All Councillors are provided with a New Members Induction Pack following Local Council Elections and to receive a short training session as soon as practicable after the local elections	Every 4 years
All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.	On Election to Office
All Councillors are encouraged to attend conferences and training events as appropriate to members and Councils needs and responsibilities	Annually
Councillors elected to the responsibility to be available to carry out Disciplinary & Grievance procedures must seek appropriate advice prior to any hearing	As and when required
All Councillors encouraged to read the following publications, The Parish Councillors Guide, Local Council Finance and Governance & Accountability	On Election to Office

Reviewed and adopted by Winsham Parish Council on: 7th February 2024 – Minute No. 0364

Signed: ..... Chairman