



# FINSTALL PARISH COUNCIL

## TRAINING POLICY

Adopted date	05/12/2023	Minute reference:
Next review date	12/2025	10c.i

### INTRODUCTION

All council members and staff are expected to work for the benefit of, and on behalf of, the parish and its residents. This requires a level of skill and knowledge that is not always inherent in newly-elected members or newly-appointed staff, hence the council's commitment to this policy.

### OBJECTIVE

Finstall Parish Council will foster the continuous professional development of all councillors and staff. This policy aims to provide guidelines for identifying, facilitating, and evaluating training opportunities to enhance their skills, knowledge, and effectiveness in fulfilling their roles.

### TRAINING NEEDS ASSESSMENT

Finstall Parish Council will:

1. Conduct regular assessments to identify the training needs of councillors and staff based on their roles, responsibilities, and emerging requirements, and
2. Consider individual development plans and performance evaluations to tailor training programs to specific needs.

### TRAINING OPPORTUNITIES

1. **Internal Training:** We may arrange in-house workshops, seminars and knowledge-sharing sessions facilitated by experienced staff or external experts.
2. **External Training:** We shall encourage participation in external courses, conferences, and accredited programmes relevant to the roles and responsibilities of councillors and staff. These are likely to be those offered by the Worcestershire County Association of Local Councils (WorcsCALC) and the National Association of Local Councils (NALC).
3. **Online Resources:** We shall encourage members and staff to access online platforms, courses, and learning materials to supplement training opportunities.

## **TRAINING TOPICS**

- 1. Governance and Legislation.** Understanding local government laws, policies, and procedures.
- 2. Community Engagement.** Techniques for effective communication, public relations, and engagement with constituents.
- 3. Leadership and Management.** Skills development in leadership, team management, conflict resolution, and decision-making.
- 4. Financial Management.** Training related to budgeting, financial regulations, and responsible fiscal practices.
- 5. Special Topics.** Tailored training based on specific roles (e.g., clerk, responsible financial officer) and emerging needs within the council.

## **TRAINING IMPLEMENTATION**

- 1. Planning and Scheduling.** We shall develop an annual training plan in consultation with councillors and staff, considering their availability and needs.
- 2. Resource Allocation.** We shall allocate necessary resources, including budget and time, to support training initiatives.
- 3. Registration and Participation.** We shall facilitate registration, attendance, and participation in selected training programmes.
- 4. Evaluation.** We shall assess the effectiveness of training programmes through feedback surveys, post-training evaluations, and application of acquired knowledge and skills.

## **RESPONSIBILITIES**

- 1. Council Support.** The council will support and encourage councillors and staff to engage in continuous learning opportunities.
- 2. Individual Commitment.** We shall encourage councillors and staff to take ownership of their professional development by actively seeking out and participating in relevant training opportunities.

## **REVIEW AND IMPROVEMENT**

The Parish Council will maintain a record of all training undertaken by members and staff, and regularly review this training policy to ensure its relevance, effectiveness, and alignment with evolving needs and priorities within the parish council.

~End~