

PURTON PARISH COUNCIL	TRAINING POLICY (COUNCILLOR AND STAFF)
APPROVED BY COUNCIL:/...../..... <i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk:	Dated:

COUNCILLOR TRAINING

Purton Parish Council is committed to ensuring that both Councillors and staff are well informed to enable them to make value contributions to The Council and the Community.

As a professional body Council it is expected that all Councillors will comply with the training policy as detailed below:

1. All new Councillors to have formal training in the first 3 months of their term or as soon as reasonably possible.
2. All Councillors to be trained in the Code of Conduct
3. All Chairman and Vice Chairman to have Chairman’s training as soon as practical after taking office.

As well as the above mandatory training other training opportunities present themselves during the year. A training log is kept in the parish office of training sessions that Councillors have completed.

As well as formal training sessions, it is recognised that the reading of sector specific journals and reports forms part of Councillor training.

Purton Parish Council therefore subscribes to the following journals:

1. Clerks and Councils Direct (office copy available)
2. The Clerk and Purton Parish Council is also a member of Wiltshire Association of Local Councils and receives regular newsletters from them.
3. SLCC for Clerks and Officers

IDENTIFYING TRAINING NEEDS FOR COUNCILLORS

There is a separate budget heading for Councillor training, with enough money available for each Councillor to attend 1 training course per year. Councillors may also attend meetings that keep them informed and form part of their ongoing training. Training for councillors will be delivered by several methods mentioned above plus in house training from the Clerk and training providers from outside organisations.

The process of identifying training needs is met in a number of ways:

Councillors make suggestions in areas they would like more information on.

New legislation will create the demand for Councillor training for example the Data Protection Regulations.

New projects that the Council want to be involved in will create the need for additional training, for example, if the council decided to complete a neighbourhood plan.

The benefits of Councillor training are noted as the following:

- Widen skills and experience
- To maintain Quality Status as a Council
- Well informed Councillors for decision making

STAFF TRAINING

Purton Parish Council employs nine members of staff as follows:

- Clerk
- Responsible Finance Officer
- Deputy Clerk
- Administrative Officer
- Community Engagement Officer
- Caretaker
- Purton Red House Bar/Restaurant Manager
- Purton Red House Bar Supervisor

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6 casual Bar Staff at the Purton Red House
 Two groundsman
 Cleaner

Upon commencement of employment each member of staff has an induction including the Staff Handbook and relevant Health and Safety training and information. Job specific training is also offered to staff to ensure that Purton Parish Council remains legally compliant and the staff are well equipped to perform the roles that are necessary for their positions.

ASSESSMENT OF TRAINING NEEDS

Training needs for the Clerk are identified during appraisals with the Chair of the Staffing Committee which is reviewed annually.

Training needs for all other staff is identified by annual appraisals /well being meetings with the Clerk or appropriate line manager.

The benefits of training for staff are noted as the following:

- Enhanced performance
- Widen skills and experience
- Raise the standards
- Build confidence
- Encourage innovation
- Legal compliance

The Clerk also attends training session provided by Wiltshire Council, the Society of Local Council Clerks and the Wiltshire Association of Local Councils.

Review Date	Changes
10 th December 2018	Adoption of policy
13 th November 2023	Review and slight amendment in staffing posts