

PERTON PARISH COUNCIL



TRAINING POLICY

1. COUNCIL'S COMMITMENT

Perton Parish Council is committed to ensuring its Councillors and staff are trained to a decent standard and are kept up to date with all new legislation. To support this, funds are allocated annually to training at budget setting which enables Councillors and staff to attend training sessions relevant to their area. Prospective Councillors and applicants for the post of Clerk should be made aware of this policy.

We aim to equip all of the council's staff and Councillors with good knowledge and skills to carry out their roles and maintain effective working practices. The council will provide training and development opportunities as it deems necessary and relevant.

2. TRAINING ACTIVITIES

Each role has different approaches for training, dependent on what the job role entails. Councillors are:

1. Invited to an induction session
2. Given copies of 'the good councillor' guide and all relevant policies
3. Given access to training provided mainly by the SSC and SPCA
4. Able to claim reasonable expenses for attendance at other Council related meetings
5. Given bulletins and other relevant information

The Clerk is:

1. Invited to an induction session
2. Given all relevant documentations and policies
3. Access to training mainly provided by the SSDC, SPCA and SLCC
4. Given bulletins and other relevant information
5. Given regular feedback from the Chairman of the Council

Civic Centre staff are:

1. Given access to any necessary training sessions and online training in their field provided by relevant organisations
2. Given an induction from relevant employees
3. Shown around the premises and any other relevant areas
4. Advised to watch the manual handling training video
5. Made aware of the COSHH information

Training requirements for all staff is annually reviewed by their line managers as part of their appraisal process.

The Clerk is expected to keep up to date with developments in the sector and identify and highlight to the council any training required.

Purchases of relevant resources such as publications will be continually considered on an ongoing basis.

Training will be reviewed in light of any changes to legislation or quality systems relevant to the council; such as new equipment, complaints received or incidents which highlight the needs for training and requests from staff and Councillors.