

**SOUTH SWINDON
PARISH COUNCIL**

**TRAINING
POLICY**

Adopted 17 May 2017

STATEMENT OF INTENT

South Swindon Parish Council is committed to ensuring its staff and Councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funding is allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

South Swindon Parish Council will employ staff in the future. The training needs will therefore cover many different areas and impose additional training responsibilities on the council in terms of managing the health, safety and welfare of its staff.

IDENTIFYING TRAINING NEEDS

The Clerk shall be responsible for assessing the training needs of staff and monitoring the budget. Staff training will be identified by the Clerk through the annual appraisal process in February each year and during the course of the year. A record will be kept of staff training and submitted to the Finance & Staffing Committee annually.

Training requirements for Councillors will usually be identified by the Chair or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of Parish Council.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Wiltshire Association of Local Councils (WALC) to enable staff and Councillors to take advantage of their training courses and conferences.

STAFF TRAINING

The Clerk will be expected to attend all relevant training courses whenever possible and other members of staff will be expected to attend training days which are relevant to their office.

Staff will be paid incident expenses incurred when attending training courses including parking charges, mileage payments and food at lunchtime, if appropriate.

Key members of staff will be designated as First Aider and they will receive the required specialist training every 3 years.

COUNCILLOR TRAINING

New Councillors will be expected to attend a New Councillor training courses and other induction meetings arranged by the Clerk or the Chair.

Councillors will be expected to attend training courses arranged during the course of their term of office including the Ethical Framework training course provided by Swindon Borough Council.

It is recognised that it may be difficult for some Councillors to attend training during the daytime because of their work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

Councillors will be encouraged to attend training provided by its partner authorities including WALC and SLCC and attend relevant conferences and meetings whenever possible.

MONITORING

All Councillors will provide feedback on courses and conferences attend to gauge its cost, relevance, content and effectiveness. All training presentation papers will be retained and used for in-house training and information sharing.

STAFF INDUCTION TRAINING

All new staff will have an induction meeting with the Clerk to provide them with sufficient information to enable them to undertake their duties and to provide essential health and safety information.

An Induction Checklist is set out below which ensures that all relevant information is imparted to new staff. The Induction Checklist will form the basis of the Parish Council's induction training which should be completed within the first week of any employment.

INDUCTION CHECKLIST

The new employee should tick each subject as he/she has been informed about it, and sign the form.
 [Note: Some items on the checklist will not be applicable to all roles and should be marked N/A.]

The Council	
Council's function	
Introduction to colleagues/Councillors	
New entrant's own role	
Supervision	
General layout - entrances and exits, facilities	
Contact Information and communication arrangements	
Information sources, e.g. notice boards, circulars etc.	
Conditions	
Information on hours of work and breaks	
Time recording, flexi-time	
Pay and Allowances	
Probationary periods	
Company Pension scheme and eligibility	
Reporting absence, sick certificates	
Arrangements for requesting leave: annual, unpaid and compassionate	
Staff appraisal / review systems	
Health & Safety, Security and Fire	
Health and safety information relevant to the role	
Fire instructions and procedure	
Location of fire-fighting equipment	
Accident reporting and Incident procedures	
First aid facilities and Occupational Health	
Security of building, arrangement for keys and codes	
Management of monies/valuables	
Issue of protective clothing	
Lifting and handling	
Conduct	
Personal presentation	
Grievance and Disciplinary procedures	
Courtesy to the customer and the public	
Confidentiality	
Noise Control	
Acceptance of gifts	
Statements to the Press	
Standards of Conduct	
Handling Complaints	

Name: _____

Job Title / Role: _____

Signature: _____ Date: _____