



# SHERBURN IN ELMET PARISH COUNCIL

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## TRAINING POLICY

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### Introduction

Sherburn in Elmet 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 individual's personal development.

The Council will allocate a training budget to cover the provision of training activities, attendance at conferences and training publications for Members and staff.

### 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 organisation."

Learning can be categorised into the following:

*Intuitive* Learning which happens by chance and we may not be conscious of it.

*Incidental* Learning by reflecting on particular events of activities.

*Retrospective* A systematic 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 e.g. organised training sessions.

It is anticipated that Members / staff's learning will reflect many of the above.

### Training Aims

The Council's training aims are:

- 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 resources available to the Council for the betterment of the residents it serves.
- To provide the necessary training to its staff to ensure that they are able to safely and competently undertake their respective roles.
- 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).

- To assist the Council in obtaining Quality Parish Status.

### Training Records

A record of training attended by all Members and staff will be kept by the Clerk.

<i>Training</i>	<i>Frequency</i>
<b>Councillors' Training</b>	
Councillors are provided with a 'New Member's Induction' following local council elections to receive a short training session from the Clerk as soon as practicable after election to the Council.	On first election to the Council.
Councillors required to attend an 'Off to a Flying Start' training event provided by Yorkshire Local Councils Associations within their first year of Office. This is specifically aimed at new councillors or councillors that have done training previously but want to refresh their knowledge.	Within first year of election to the Council.
All Councillors encouraged to attend training events as appropriate to Members' and the Council's needs and responsibilities. See <a href="https://www.yorkshirelca.gov.uk/training-and-events.html">https://www.yorkshirelca.gov.uk/training-and-events.html</a> for more information on current training opportunities.	Ongoing
Councillors encouraged to complete a skills audit to identify training needs and assist with appointment to committees.	Every 4 years.
Chair and Vice Chair to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations within their term of office. This examines the general principles of chairmanship, the importance of a good agenda, management of meetings, stimulating debate, managing councillors and the public and effective working with the clerk.	During term as Chair.
Chairs of Committees to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations within the first six months of their term of office.	Within first 6 months of election as Committee chair.
Councillors wishing to become the Chair of a Committee are encouraged to attend a 'Chairmanship Skills' training event provided by Yorkshire Local Councils Associations prior to their first election to the role.	Ad hoc.

<i>Training</i>	<i>Frequency</i>
<b>Staff Training</b>	
All new staff to undertake Induction Training, to include: <ul style="list-style-type: none"> <li>• A general health and safety overview.</li> <li>• Who's who at the Council.</li> <li>• Overview of the Council.</li> <li>• Role specific site tours</li> <li>• Role specific requirements.</li> </ul>	As and when required.
All staff to undertake appraisals to identify and plan training needs.	Annually.
All staff to consider being 'First Aid at Work' qualified.	Renewal every three years.
All staff to receive general health and safety briefings from Council's H&S support provider.	Every three years.
All staff to receive safeguarding training and be required to sign to acknowledge receipt of the Council's Policy for the Protection and Safeguarding of Children and Adults at Risk.	Every three years.
All office-based staff encouraged to undertake <a href="#">the Introduction to Local Council Administration</a> course.	Ongoing.
Manual workers to undertake manual handling training.	Renewal every three years.
Drivers of any Council vehicles to undertake a 'Driving For Work Awareness Course'.	Within 6 months of appointment.
Grounds maintenance staff to undertake training specific to their role requirements e.g. use of strimmers / mowers and other machinery.	On appointment and renewal as required.
All staff encouraged to attend training relevant to their individual posts.	

## COUNCILLOR SKILLS AUDIT

A skills audit is used to assess the level of expertise across a range of areas and to identify and focus on which skills need to be developed.

It is not an opportunity to focus on areas of interest, although it may be that skills held relate to these.

Experience and skills:	Level of experience / skill (rate on scale of 1(none) to 5 (extensive))				
	1	2	3	4	5
<b>Understanding and/or experience of:</b>					
Council					
Local Government					
Civil Service					
Private Sector Business					
<b>Professional Skills / Background</b>					
Experience of chairing board / committee meetings					
Experience of professional leadership					
IT					
Health & Safety					
Strategic Planning					
Marketing and publicity					
Sales (retail or other)					
Legal (please give details of specific area of expertise)					
Training received: (please give details of specific area of training or qualifications held)					
<b>Personal Skills</b>					
IT – using a computer or mobile device, sending e-mails, working with documents					
Public speaking					
Communications skills					
Good listener					
Empathy					
Adaptable to change / new ideas					
Ability to work with a wide range of people					
<b>General</b>					
What a Council does / can legally provide and is responsible for?					
What SDC / NYCC provides and is responsible for?					
Website maintenance / construction					
Proof reading					
Minute taking					
Social media management					
Engagement techniques					
Highways / Traffic management					
Connections with / knowledge of community groups					

Knowledge of environmental issues					
Knowledge of young people's issues					
<b>Skills that may be useful on Parish Council Committees</b>					
<i>Budget &amp; Governance</i>					
Financial planning / management					
Procurement / tenders					
Accountancy / Bookkeeping					
Insurance					
<i>Staffing</i>					
HR experience					
Pensions					
Payroll and taxation					
Employment law experience					
Strategic staff management / leadership					
Training and development of staff					
Mediation					
<i>Property</i>					
Premises and Facilities Management					
Play & Recreation Equipment					
Grounds Maintenance					
Hospitality and Customer Service					
<i>Planning &amp; Development</i>					
The planning system.					
Planning policy – Local Plan & National Planning Policy Framework					
The role of the planning authority					
Commenting constructively on applications					
Conducting site visits					
<b>Please give details of any other skills that aren't covered above:</b>					
<b>Please give brief details of particular local interest / knowledge:</b>					
<b>Please give details of any particular area/s of the Council's work where you feel you would benefit from additional support or training:</b>					