



## **Brinsworth Parish Council**

### **Training and Development Policy for Members and Employees**

#### **Commitment to training**

Brinsworth Parish Council is committed to maintaining the high standards expected by the local community. It will identify and pay for appropriate training for its members and employees. The Council believes that it is equally important to train both members and employees in order to carry out its functions in an efficient and professional manner.

Councillors and staff will be entitled to: -

- Equality of opportunity in all aspects of their development.
- An induction programme into their own roles as well as to the workings of Brinsworth Parish Council.
- An understanding of the direction and objectives of the Council.
- An understanding of the contribution that is expected of them.
- Training will include conferences, training courses, briefings and seminars.

#### **Identification of training needs**

Training needs for the staff will be identified as follows: -

- Through an induction programme. Within two weeks of being appointed all new staff will undertake an induction programme which identifies their role, their duties and information about the Parish Council.
- Through the completion of an annual appraisal.
- Should new legislation or equipment be introduced during the year then appropriate training will be given.

Training for Councillors will be identified as follows: -

- A new Chairman will be expected to undertake appropriate training in chairmanship.
- Within one month of appointment all new members will be expected to undertake an induction meeting with the Clerk and will be provided with an information pack containing all relevant Council documents, together with an up to date copy of "The Good Councillors Guide".
- Within six months of appointment all new members will be expected to undertake a training session for new Councillors carried out by Yorkshire Local Councils Association.
- Members will be expected to carry out training in planning.

Other needs will be addressed as and when they occur and by ascertaining from members which courses would be appropriate for them to attend.

If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to provide the training

Clerk: Mrs Gail Blank Tel: 01709 916890 (option 1)

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## **Resources**

An appropriate budget will be made available in each financial year to allow required training to take place.

## **Training Providers**

It is expected that the main training providers will be: -

- Yorkshire Local Councils Association
- Society of Local Council Clerks
- Rotherham MBC
- Appropriate external sources

## **Measuring the impact of training**

Well trained staff and Members will see the benefit of training through: -

- Well chaired Council meetings
- Professional responses to planning applications
- Policies and reports of a high nature
- Projects well managed
- Council finances well managed
- Professional conduct of both staff and members
- Well run services
- High standards maintained
- Expectations of Brinsworth community met

## **Review**

This training and development policy will be reviewed by the Clerk and the Staffing Committee on an annual basis and presented to the Council each year for its approval.