



## **COUNCILLOR TRAINING AND DEVELOPMENT POLICY**

### **Introduction**

This policy outlines how Tatenhill & Rangemore Parish Council will meet its commitment to high quality training. This will include induction training for councillors and staff, ongoing professional development for staff and continuing training and refresher courses for councillors. The Council will also monitor where training for contractors or volunteers may be necessary or desirable, for example in discharging statutory duties related to health and safety.

### **Policy Statement**

Tatenhill & Rangemore Parish Council is committed to continue development of councillors and staff. This will assist councillors in making effective decisions, ensure staff can achieve objectives set by the council and build the capacity of the council to serve the community. Our aim is that councillors should be confident in maintaining high standards and finding innovative solutions and that parishioners can contact the council about issues that matter to them, confident their councillors can act.

### **Induction Training**

Councillors will be offered the opportunity to attend induction training through Staffordshire Parish Councils Association when possible. New Councillors will be provided with a copy of the Good Councillors Guide and the Members Code of Conduct. Access to file sharing will also provide councillors with access to all council documents including standing orders and financial regulations; a good understanding of these documents is essential to becoming an effective Councillor. New members of staff will be provided with a copy of the Employee Handbook and the Officer Code of Conduct. On appointment, the Personnel Committee will consider if any other training is considered necessary or desirable.

## Core Training

Core training will be identified as part of ongoing training for staff and councillors. This will cover legal responsibilities; core training will be undertaken by all councillors and renewed on a regular basis.

Relevant responsibilities and training available for councillors are:

- Registering and declaring interests
  - gov.uk guidance on registering interests
- Employer duties under health and safety legislation Plan, Do, Check, Act
  - Leading health and safety at work
- Data protection duties
  - guide to the general data protection regulation
- Planning
  - local government workbook
  - planning advisory service, how planning works
- Equality legislation
  - ACAS learning online
- Council finance
  - local government workbook, SPCA training

Relevant responsibilities and training available for staff include:

- Employee health and safety information
  - your health, your safety (from Health & Safety Executive (HSE))
- Data protection duties
  - guide to the general data protection regulation
- Equality legislation
  - ACAS learning online

## Continued Development

Any Councillor appointed to a Committee (e.g., Finance & Policy or Personnel) will be required to undertake/have undertaken the appropriate training or to have sufficient experience to be able to be an effective member of the Committee, Continued development of staff will be agreed by the Personnel Committee and the employee concerned. Staff will be given training considered necessary for the Council to comply with its duties and to enable staff to achieve objectives set by the council. Members of staff and the Personnel Committee meet at least once a year for an employee development review, at which training will be discussed. Councillors will be principally responsible for identifying topics which will enable them to fulfil their role more effectively. If the resources identified below are insufficient for a topic identified by a councillor, they may liaise with the clerk concerning other training which may be available.

## Training for Contractors and Volunteers

When working with contractors and volunteers a risk assessment will be carried out. Risk assessments will include a statement of whether training is necessary to comply with the council's duties under health and safety legislation.

## Monitoring and Evaluation of Training Undertaken

It is the responsibility of councillors to complete training and inform the clerk of completed topics. As part of the annual business risk assessment, councillors will consider if training available and undertaken is sufficient. Members may at any time request additional training

The clerk will be responsible for maintaining an up-to-date record of training undertaken and identifying opportunities for training. The record of training undertaken shall include the date of completion and a brief description of the training. It will also be the responsibility of the clerk to monitor changes to legislation which impact on the duties of councillors.

## Resources

Tatenhill & Rangemore budgets for training to be provided to staff and councillors. To maximise value for money the council will also identify free resources such as those listed below.

On-Line Training is available from:

- Staffordshire Parish Councils Association (SPCA)

- Information Commissioner's Office

- Health and Safety Executive

- Advisory, Conciliation and Arbitration Service Advice Service (ACAS)

- [www.local.gov.uk/councillor-workbooks](http://www.local.gov.uk/councillor-workbooks) [ico.org.uk](http://ico.org.uk)

- Direct Gov <https://gov.uk/>

- Health & Safety Executive <https://www.hse.gov.uk/>

- Acas Online Learning <https://elearning.acas.org.uk/>