



WYTHALL PARISH COUNCIL

COUNCILLOR & STAFF TRAINING POLICY

This Staff and Councillor Training Policy outlines the training and development (or continuous professional development) that staff and Councillors can expect to receive. As the first tier of Local Government, Parish and Town Councils are uniquely placed to make a major contribution to localism. If Parish and Town Councils are to play a significant part in democracy, it is important that Councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling both staff and Councillors to understand their role and contribute fully to the democratic process.

STAFF:

Training and Development

The council recognises that its employees are its principal asset. To ensure that the Council can deliver the appropriate services to the community, it is essential that all employees are fully trained to perform their roles to the highest level. The responsibility for growth and development is shared between employees and the Council. The Council will support employees to develop the skills and experience needed for their roles and work with employees develop their abilities; and will identify time and budget to enable this to happen.

Performance Management

An annual appraisal will be undertaken for all employees to review the past year's performance, identify training or development needs, and plan for the coming year. The Executive Officer appraisal will be undertaken by the appointed Personnel Committee. The Assistant to the Executive Officers appraisal will be undertaken by the Executive Officer. Employees are encouraged to discuss in an open and honest manner any ideas or issues they have concerning their employment.

COUNCILLORS:

On expressing an interest in joining the Council:

Any resident interested in joining the Council will be invited to speak with the Executive Officer to learn more about the Council's role, and will be directed to the council's website to view the council's activities.

Prospective Councillors should first complete an application form confirming that he/she meets the statutory requirements to be a Councillor and also includes a personal profile for consideration by the Council.

(This procedure depends on whether it is a local election whereby a Councillor is elected or a co-option, to fill a vacancy.)

All new Councillors will be given an information pack containing copies of the following documents:

- a. Good Councillors guide
- b. The Code of Conduct for parish Councillors
- c. Council's current Standing Orders and Financial Regulations
- d. A timetable of all the scheduled Council meetings for the year

TRAINING COURSES:

Training is available for all Councillors to attend, paid for by the Parish Council, via Worcestershire CALC (County Association of Local Councils). All expenses incurred will be reimbursed as per the Councils Expenses Policy.

Other sources of support:

Working closely with another Councillor.

Reading through Council agendas and minutes of meetings and asking members of staff for an explanation or clarification of the various terms used.

Reading the various council sector publications that the council subscribes to, including the Worcestershire CALC updates and the NALC (National Association of Local Councils) bulletins, Local Councils Update and the Clerk and Council Direct magazine, which can help to familiarise both new and more experienced Councillors with issues affecting Local Government