

**Proposed changes:**

Sections numbered for easier reference

Document is British Dyslexia Association compliant

S2 Now includes council's commitment to training and that all councillors will receive necessary training within 12 months of taking office (typically, Induction, Code of Conduct, and Planning)

S6 record keeping

# Training policy for new staff and councillors

## 1.0 Background

Menheniot Parish Council is committed to ensuring that all staff and councillors have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents in any ways that fit with the council's development to meet its strategic objectives.

## 2.0 The council's commitment

Menheniot Parish Council makes the following commitment to Councillors:

- That every new Parish Councillor, whether elected or co-opted, will be trained to a standard as set out by the Council within a year of taking office.
- Skills audits will be completed to ensure members receive additional training which is appropriate to their responsibilities in the council.
- Training will reflect legislation, regulations, Local Authority standards and the aspirations of the Council as soon as possible upon appointment and on-going throughout their civic life.

## 3.0 Aims

The main aims of this policy are to:

- Ensure that employees and councillors are supported and enabled to meet the changing demands of the council and its residents so that the council achieves its strategic objectives
- Facilitate employee and councillor development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- Provide a working environment where continuous learning and development take place that help staff and councillors to gain more enjoyment from their roles, increase motivation and enhance staff and member retention.
- Allocate financial resources in the annual budget to fund training and development.

## 4.0 Induction

4.1 The Clerk will coordinate a suitable induction package for any new staff and councillors (as appropriate to their position).

4.2 This will include:

- Notification to Cornwall Council of their appointment
- Welcome letter to introduce the Clerk
- Posting the election notice on the parish noticeboard, website and Facebook.
- Updating and circulating contact details to all councillors
- Signing of Acceptance of Office
- Completion of Register of Interest
- Handover of Induction Pack
- The Good Councillor's Guide
- Code of Conduct & Guide
- Standing Orders
- GDPR and data protection
- Council website and use of social media

4.3 During a personal interview, the Clerk will identify any specific training and learning needs that will include:

- Preferred learning style and adaptations needs
- Key areas of training needed to get the councillor/staff member up to speed with immediate issues
- Planning
- Finance
- Words of advice on: GDPR, FOI and confidentiality; public perceptions of the council and how to manage them; time management

## **5.0 Equal Opportunities**

5.1 The council is committed to ensuring equality of learning opportunity, hence no employee or councillor will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and councillors will be given access to relevant training. Training methods and other support will be adjusted to meet individual needs.

## **6.0 Record keeping**

The Clerk will maintain a record of training that staff and councillors undertake. Any training, workshops and seminars attended by Councillors during the course of their own employment, and which is relevant to Parish Council roles and responsibilities, will also be recorded

Adopted  
Review