

Stanion Parish Council

Training Statement of Intent and Plan

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Document Information

Master Document: The electronic version of this document is the master. Printed copies may not contain the latest changes and should not be relied upon. The master document is published on the Stanion Parish Council (SPC) website.

Purpose: The purpose of this Policy is to explain how the Parish Council will identify, approve and fund training, and report training expenditure and benefit to the Parish.

Distribution: this Policy will be made available to all SPC councillors, SPC staff, volunteers, contractors and members of the public, via the SPC website.

Implementation: This Policy will be implemented following consideration and adoption by the full Council.

Review: This document will be reviewed three years after its adoption, unless there are changes in legislation, or recommended best practice guidelines, in which case, it will be reviewed earlier, to comply with the statutory or recommended changes.

EIA Requirement: An Equality Impact Assessment has been carried out and no adverse impact has been identified.

Financial Implications: This Policy has no financial implications for SPC.

Policy Statement

This Policy is a formal, strategic level document, which provides a statement of intent explaining how SPC will comply with the legislation and any related directives of its subject matter. This is a mandatory document and does not allow for variations of practice. It is relevant to all members of SPC, staff employed by SPC. Non-compliance with this procedure may result in formal complaints being registered and/or disciplinary action/or criminal charges being raised.

This Policy provides a corporate framework which summarises the governing procedures and considerations to be exercised in deliberating applications for training and committing training expenditure. It will be reviewed by a nominated councillor every three years unless

there are changes in the legislation, directives, or recommended best practice guidelines that warrant earlier review and amendment. All amendments require the agreement of the full council and for agreement to be formally recorded.

An Equality Impact Assessment has been carried out on this Policy.

Duty to Undertake an Equality Impact Assessment

Public sector organisations have a legal duty under Section 149 of the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups and foster good relations between different groups. Due regard comprises proportionality and relevance.

The EIA Tool

An Equality Impact Assessment (EIA) is a tool to ensure that we don't unwittingly exclude anybody from accessing the services we provide. Undertaking an EIA involves assessing the likely effects of our policies on people according to their 'protected characteristics'.

These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy
- maternity
- race
- religion and belief
- sex
- sexual orientation

An EIA should be applied to a Policy, Strategy, Plan, Function, Project, Service and Event. EIAs help to identify any inequalities in the provision of services, employment, or procedural practices, and minimise the risk of exposure to claims of discrimination.

Principles

All Councillors, and staff are required to comply with this policy in its entirety.

Statement of Intent

This document forms the Parish Council's Training Statement and Plan and sets out:

- The Parish Council's commitment to training
- The identification of training needs
- Sources of training
- The provision of funding

The Parish Council as a whole is responsible for monitoring and meeting the training needs of its councillors, staff and volunteers, and for managing the associated budget. The Council is committed to the training of its councillors, staff and volunteers and has allocated funds in the budget to enable councillors, staff and volunteers to attend appropriate and necessary training.

Commitment to Training

Stanion Parish Council recognises that well trained and informed councillors, staff and volunteers promote good practice within the Parish Council and that training can strengthen commitment, motivate, and improve quality of output.

It believes that training needs to be focused on:

- Meeting legislative requirements
- The specific needs of the Parish Council
- The requirements of the post or activity for staff and volunteers

Identification of Training Needs

All new councillors are required to attend an in-house one-hour induction provided by the Chairman and Clerk. The induction will cover a number of topics including health and safety and equal opportunities.

All councillors are encouraged to take advantage of free training specific to the role of a Councillor available through the Local Council Public Advisor Service (LCPAS) and other training providers listed at Annex A.

Refresher training covering Health & Safety and Equal Opportunities will be provided in-house on an annual basis.

Staff

All new members of staff are required to attend an in-house induction provided by the Chairman and Clerk. The induction is required to be completed prior to taking up their post.

Staff will be encouraged to take advantage of free training available through the Local Council Public Advisor Service (LCPAS) and other training providers listed at Annex A.

Refresher training covering Health & Safety and Equal Opportunities will be provided in-house on an annual basis.

Staff training requirements will form part of the discussion at the performance appraisal interview and staff are free to identify their specific training needs and to discuss them with their Line Manager and the Chairman at any point during the year.

The Clerk will be supported in achieving a Certificate in Local Council Administration (CiLCA) and the Parish Council will provide appropriate training and support to enable achievement of the qualification.

The Clerk will be advised of the opportunity to become a member of the Society of Local Council Clerks (SLCC) but the Parish Council will not provide funding towards membership fees.

Volunteers

All new volunteers are required to attend an in-house induction provided by the Clerk. The induction is required to be completed prior to undertaking any voluntary activities on behalf of the Parish Council.

Volunteers will be advised of free training available to them through the organisations listed at Annex A.

Refresher training covering Health & Safety and Equal Opportunities will be provided in-house on an annual basis.

Contractors

Training for contractors will not be provided or funded by Stanion Parish Council.

Plan

All training is required to be pre-planned.

Training will only be approved if there is a clear identified need, and if the course incurs a financial cost, that sufficient funding exists in the Budget to meet the expense.

Training for councillors, staff, volunteers is paid from the Public Purse (*the Precept*) and therefore, any proposed expenditure needs to be evidence based, justified and approved.

All requests for costed training are to be accompanied by a Business Case, which clearly outlines the identified need, objectives of the training and predicted benefits, and confirms that if required, funding is available.

The individual applying for the training course is responsible for completing the Business case.

Depending on the cost of training to be undertaken, the Parish Council reserves the right to require a Training Costs Agreement to be signed.

All forms of free training are to be explored in the first instance, and only if the identified training need cannot be met from a free source, will costed training be considered.

Sources of free training are listed at Annex A.

All training expenditure requires the approval of the full Council.

After Training

An after-training evaluation report is to be submitted to the Parish Council following attendance at a costed training event.

Skills Sharing

Opportunities for skills sharing are to be explored in all cases of costed training, to enable knowledge gained to be shared across the Parish Council team and maximise the return on the financial investment in training.

One-hour in-house skills sharing sessions will be held as necessary and delivered by the individual who attended the training course. Where this is not possible or appropriate to do so, printed materials from the training course are to be shared with other members of the Parish Council team.

Documenting Training

All approved attendance at training courses, with the associated cost and supporting justification is to be recorded in the Minutes.

Skills sharing sessions are to be documented and reported in the Minutes.

Printed material from training courses is to be uploaded to the Stanion Parish Council website if it does not breach copyright laws to do so.

The Clerk is responsible for the upkeep of the record of training for all councillors, staff and volunteers.

Budget

The Parish Council will endeavour to ensure that a realistic allocation of funding to cover the cost of training is planned for in the Budget.

Signature: Signed on original

Date: 11.3.19

Free Sources of Training

A number of Local Government free publications are available on line and the following organisations provide a variety of training that can be undertaken free of charge:

- Local Council Public Advisory Service (LCPAS) – A range of ‘e’ learning and on-line training, training for Clerks, CiLCA qualification course,
- The Office of the Information Commissioner (ICO) – Freedom of Information, FOIA 2000 Publication Scheme, Data Protection, GDPR
- Advisory, Conciliation and Arbitration Service (ACAS) Provide guides covering Employment Law, impartial advice to employee/employer, Workplace Relations, Arbitration, Mediation, Webinars, ACAS Learning OnLine.
- Local Government Association – Councillors’ Guide 2018/2019 online resource guide designed to provide essential information to Councillors’
- Gov.uk – Transparency Code for Smaller Authorities – sets out what information smaller authorities should be publishing, and an extensive list (approximately 120K) of online publications covering a wide range of topics – filtered search available

This list is not exhaustive