



# BIRSTALL PARISH COUNCILS TRAINING STRATEGY

The Parish Council's Training Strategy was adopted at a Council meeting held on: 14 September 2020.

## **1 Introduction:**

The Parish Council is committed to maintaining high standards through identifying appropriate and relevant training needs and providing sufficient resources for its provision.

## **2 Training Needs:**

The Parish Council acknowledges that it is important to train its councillors and staff to carry out adequately its service provision in an efficient and professional manner. Training will primarily focus on specific topics relevant to local government to enhance the professional skills of councillors and staff and thereby improve service delivery.

### **Training will:**

- Enhance the performance of both councillors and staff
- Widen skills and experience
- Provide opportunities to network
- Encourage innovation
- Demonstrate that employees are valued members of the team
- Raise the standards of the Parish Council

## **3 How we will identify training needs:**

Training needs of staff will be identified through an annual appraisal. Where a need is identified due to the introduction of new equipment, materials or methods then appropriate training will be provided.

The Council will review its objectives from time to time and ensure that new activities can be undertaken in a professional manner.

The Clerk will monitor and report on feedback from service users.

All Council and Committee Chairs and Vice-Chairs will be expected to undertake appropriate training in chairmanship of meetings.

New Councillors will receive a welcome introduction and a briefing from the Chair and the Clerk. They will receive a handbook explaining how the Council organises itself and manages its affairs and will be expected to attend an appropriate Councillor training course to assist with this new role, evidenced by a copy of a Certificate of Attendance.

All Councillors to undertake a refresher Councillor training course in each Election Year to keep abreast of any changes to legislation and to better serve the residents of Birstall.

The Clerk will inform councillors of appropriate training courses and briefing sessions and will assess staff training needs through annual Personal Development Reviews and the careful monitoring and evaluation of processes and changes to legislation.

#### **4 How training will be resourced:**

Sufficient funds and time will be made available for:

- Formal courses
- Attendance at briefings, seminars and conferences
- Purchase of textbooks and literature
- Subscription to appropriate journals
- Use of the facilities for online training, provided by Ellis Whittam Ltd as part of their support package
- Society of Local Council Clerks (SLCC)
- Leicestershire and Rutland Association of Local Councils (LRALC)

The impact of training should result in the following:

- Well chaired council / committee meetings
- Professional and relevant responses to planning applications
- Well documented policies
- Well produced reports
- Well managed finances
- Well managed projects
- Well informed councillors and staff
- Professional conduct of councillors and staff
- Maintenance of a good safety record