



TRAINING POLICY

Approved 19th February 2018

TRAINING POLICY

Milford-on-Sea Parish Council

Purpose of Training

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training, the Parish Council endeavours to harness the full potential of both staff and Councillors to focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

The Parish Council recognise that such development is a continuing process for every employee and Councillor and training is seen as a necessary investment in order to provide the excellent services the Council demands.

Training is not a privilege to be granted or withheld from employees or Councillors, but should be undertaken after a critical appraisal of the Council's needs in relation to its objectives, while taking account of the realistic aspirations of those employees and Councillors.

Training Resources

The training process will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

The Council will always wish to make budgetary decisions about training in the context of overall Council finances but the Council has made a public commitment to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

Milford-on-Sea Parish Council's Role

The Parish Council has a key role to play in training by:

1. Demonstrating a commitment to train and develop employees and Councillors in relation to the Parish Council's objectives.
2. Ensuring that training and development plans are focused on the Parish Council's needs and to provide adequate resources.
3. Ensuring training and development actions are evaluated in relation to the benefits clearly identified.

Parish Clerks' Role

The Parish Clerk's main areas of responsibility are to:

1. Induct new employees.
2. Identify training needs jointly with the Parish Council in relation to individual objectives.
3. Formulate training plans.
4. Carry out on-the-job instruction and coaching.
5. Make all employees aware of training and development opportunities open to them.
6. Ensure that those who are trained share their learning with others wherever possible.

7. Evaluate the effectiveness of training objectives with those involved.

Individual Employee's Role

The individual employee's role is to:

1. Identify personal training needs in relation to their personal objectives.
2. Be aware of training and development opportunities open to them and request training where appropriate.
3. Evaluate the effectiveness of training with their line manager.
4. Share learning with colleagues wherever possible and appropriate.

Areas of Training

Training and development can be broken down into categories to aid understanding.

The categories of training used by the Parish Council are:

1. Induction

Each new employee should be provided with information and instruction about how the Parish Council operates and how his or her job fits in to the framework of the Council.

(The aim of this process is to enable the newcomer to adjust as quickly as possible to the new working environment and to achieve effectiveness in the shortest possible time).

Supplementary Induction Training will be organised to encompass the wider aspects such as the structure and functions of Local Government, the role of Councillors, decision-making and the services provided by the Council.

2. Councillor Training

Training and development for Councillors is based on individual needs and organisational requirements.

3. Staff Development

Staff Development is essential to the success of the Council in increasing the effectiveness and smooth running of the organisation. The strategy is to provide training to all permanent staff and if deemed necessary, to any specified contractors or volunteers that work on behalf of the Parish Council.

4. Qualifications

The Council will provide training and further education in pursuit of qualifications for employees where a clear link can be made to meet objectives. The Council is keen to encourage staff to obtain the Certificate in Local Council Administration (CiLCA) qualification which will be recognised financially as indicated in the employee's job description.

5. Health and Safety

The Parish Council and individual employees all have a role in ensuring a healthy and safe working environment. Training is provided as part of an employee's induction and courses are arranged according to the needs of the Parish Council.