



## **BURTON UPON STATHER PARISH COUNCIL**

### **TRAINING POLICY – Statement of Intent**

Burton upon Stather Parish Council is committed to training its staff and elected members and recognises that well trained and informed staff promote good practice within its organisation.

The Council values the time and commitment given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its elected members understand and enjoy the role they undertake in their community and are able to discharge that role effectively.

1. Burton upon Stather Parish Council (BUSPC) will identify training needs in the light of the overall objectives of the Council and the requirements of each individual. This will be done for staff by means of staff appraisal and supervision processes (where appropriate). All Councillors are encouraged to participate in introductory and advanced training offered by the East Riding and North Lincolnshire Local Council Association (ERNLLCA) and any other courses relevant to their council roles. Notice of relevant training opportunities will be circulated by the Clerk.
2. BUSPC recognises that it must also be responsive to certain situations such as:
  - a. Changes in legislation
  - b. Changes in Quality Assurance Systems/Schemes
  - c. New and revised qualifications
  - d. Accidents and Incidents
  - e. Professional errors and mistakes
  - f. New equipment and software systems
  - g. New working methods
  - h. Complaints to the Council
  - i. Requests from staff and Councillors

3. BUSPC will encourage its staff and Councillors to participate in relevant training and pay expenses arising from such training, provided it has been approved in advance by resolution of the Parish Council or the Clerk (where appropriate).
4. The training offered to both staff and Councillors will be no less than the minimum standard. (Cllrs: Councillor training; staff: Clerk training/induction training)
5. BUSPC will ensure that all its new members will receive adequate training at the earliest available opportunity in their term of office.
6. The Clerk shall have delegated powers to authorise Councillor and staff attendance at training events (except their own which the Chair will have delegated powers to authorise), subject to funds remaining within the yearly budget. Such expenses incurred will be approved retrospectively at the next Council meeting.
7. Training will be provided for staff and Councillors (where appropriate) in matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2013.
8. BUSPC will maintain a selection of up to date publications/books offering advice concerning all aspects of local Government
9. BUSPC is committed to networking with other Councils, as it sees this as an effective means of information gathering and where possible to link in with training events held by other Councils.
10. BUSPC has a commitment to membership of ERNLLCA, recognising it is a lead provider in training for Councillors and staff.
11. BUSPC has a commitment for its Clerk to be a member of the Society of Local Council Clerks (SLCC) recognising that it is a lead provider of training for its proper officer.
12. BUSPC will ensure that training for both its staff and Councillors is adequately covered as a training item in the annual budget and that it will be reviewed annually.
13. BUSPC will ensure that there is adequate budget provision for its membership of ERNLLCA and SLCC.