

Hollinswood and Randlay Parish Council

# TRAINING POLICY

Adopted May 2020, to be reviewed May 2022

7 Downemead, Hollinswood, TF3 2EW

## TRAINING POLICY

### 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 training, we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction. Hollinswood & Randlay Parish Council acknowledges that such development is a continuing process for both Councillors, Staff and Volunteers at every level of the organisation. Training is seen as a necessary investment in order to provide the excellent services that the Council demands and the community expect.

Training is not a privilege to be granted or withheld from employees, but should be undertaken after an appraisal of both Council needs and employee aspirations.

Information gathering and training is often essential in order to keep up to date with changes in legislation and therefore is sometimes dictated by Government initiatives.

### 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 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 commitment to investing in its people and will ensure wherever possible that funding and resources are available according to training needs.

### RESPONSIBILITY

#### Personnel Committee Role

- Demonstrate a commitment to train and develop Councillors, Staff and Volunteers in relation to the organisation's objectives.
- Ensure that training and development plans are focused on the organisation's needs at corporate and service levels and provide adequate resources.
- Ensure training and development actions are evaluated in relation to service and organisational objectives and the benefits clearly identified.

#### Clerk's Role

- Induct new employees
- Identify training needs jointly with employees in relation to individual objectives

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- Formulate training plans in liaison with staff
- Carry out on-the-job instruction or coaching where appropriate
- Make all employees aware of training and development opportunities
- Ensure that those who are trained, share their learning with colleagues
- Evaluate, together, the effectiveness of training events in relation to service and individual objections with those involved.

### Employee's Role

- Identify personal training needs in relation to person objectives, job description and service plans
- Be aware of training and development opportunities and request training where appropriate
- Evaluate the effectiveness of training with the Clerk
- Share learning with colleagues where possible and appropriate.

### Councillors

- Consider attending any training event available
- Discuss with colleagues to establish if in-house training would be beneficial to all Members
- Discuss with the Clerk any personal training or development, or just information sharing, that would enhance their role

### Volunteers

- Consider attending any training events available
- Share in in-house training and information gathering sessions with staff and councillors wherever possible

## AREAS of TRAINING

- Induction  
Every new Councillor or Employee should be provided with information and instruction about the Council, its role and functions.
- Councillor Training  
Training and development is based on individual needs and can be identified through the Parish Council, Telford & Wrekin Council or Shropshire Association of Local Councils
- Volunteer Training  
Volunteers will receive information and training as appropriate for paid employees and will receive reimbursement of any costs.
- Generic Training

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Generic skills and knowledge are available to all and includes customer service, time management and telephone skills.

- **Qualifications**

The Council will provide training and further education in pursuit of qualifications for employees where a clear link can be made to meet service objectives.

- **Health and Safety**

The Council, Councillors and Staff have a role in ensuring a healthy and safe working environment. Training may be essential and staff or councillors may need to attend necessary information events.

### **EQUAL OPPORTUNITIES**

There will be a clear reference to training in the Council's Equal Opportunities Policy. Opportunities and resources will be provided to employees and members in an equitable and fair way.

### **MONITORING**

Hollinswood & Randlay Parish Council's Personnel Committee will monitor the Training Policy and the Training Registers of all Staff. Members of the Committee will also encourage a training programme for Councillors.

Training records will be maintained, for staff and councillors, for information and record purposes, but also in support of the Local Council Administration Awards.

Adopted May 2020

To be reviewed in May 2022