

# Botus Fleming Parish Council

[www.botusfleming.org.uk](http://www.botusfleming.org.uk)

## Training policy for new staff and councillors

### Purpose & Scope

Botus Fleming Parish Council is committed to ensuring that all staff and councillors have access to learning, development and training opportunities which enable them to be suitably knowledgeable and skilled to carry out their role within the organisation, and to develop their talents in any ways that fit with the council's development to meet its strategic objectives.

### Aims

The main aims of this policy are to:

- Ensure that employees and councillors are supported and enabled to meet the changing demands of the council and its residents so that the council achieves its strategic objectives
- Facilitate employee and councillor development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- Provide a working environment where continuous learning and development take place that help staff and councillors to gain more enjoyment from their roles, increase motivation and enhance staff and member retention.

### Equal Opportunities

The council is committed to ensuring equality of learning opportunity, hence no employee or councillor will be excluded from learning on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependants, trade union membership or employment status. Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and councillors will be given access to relevant training.

### Induction

The Clerk will coordinate a suitable induction package for any new staff and councillors (as appropriate to their position).

This will include:

- Notification to Cornwall Council of their appointment
- Welcome letter to introduce the Clerk
- Posting the election notice on the parish noticeboard, website and Facebook.
- Updating and circulating contact details to all councillors
- Signing of Acceptance of Office
- Completion of Register of Interest
- Handover of Induction Pack
- The Good Councillor's Guide
- Code of Conduct

During a personal interview, the Clerk will identify any specific training and learning needs that will include:

- Preferred learning style and adaptations needs

- Key areas of training needed to get the councillor/staff member up to speed with immediate issues
- Planning
- Finance
- Words of advice on: FOI and confidentiality; public perceptions of the council and how to manage them.

Adopted:

Review: 2010