



Pershore Town Council

TRAINING POLICY JUNE 2019

Pershore Town Council is an equal opportunities employer and training is a fundamental part of creating and maintaining a quality service to all residents and visitors to the town.

Training will include that provided formally through CALC, in house by the Council's Health and Safety adviser, formal training from local colleges and informal induction by the Town Clerk.

Training needs are identified at staff annual appraisals, set out in the staff handbook for new staff and identified through discussion with CALC for new members.

A training budget is reviewed in December when the budget is agreed by the Finance and Property Committee for recommendation to Council.

Staff training

Induction for new staff within first week of joining the Council, to include Health & Safety

3 monthly reviews at which further training needs are identified

Further training requirements identified at Annual Appraisals

Training undertaken in 2018/19

Administration and Visitor Information staff – team building training to include County Council Pershore Library staff using external provider.

Training on library processes as job roles change

Visitor Information Staff – Familiarisation visits to local attractions, including Witley Court and Gloucestershire and Warwickshire Railway – new station at Broadway

Administration staff Dementia Awareness training

Clerk Continuous Professional Development – Clerk is a Principal of the SLCC
SLCC Larger Council's Conference
SLCC National Conference

The Clerk was also nominated for a National Award by the SLCC following her presentation to a local conference.

Grounds staff Lengthsman Training

Members

New member induction (undertaken by the Clerk) including induction pack
All councillors undertook the 4Ps (CALC) and the 3Ms (CALC) and Chairmanship following the election in May 2019

Proposals for future training (staff)– identified at annual appraisals and not exhaustive

All administration staff IT training as new computers to be installed in November 2019
Administration Asst (finance) Sage Payroll
Administration Asst First Aid training - update
Visitor Information Asst s Continue familiarisation visits
Library training as necessary
Groundsmen Updating manual handling and working at heights
Town Clerk CPD plus CALC/SLCC courses to keep up to date with new legislation

Proposals for future training (members) – identified from legislation and ongoing discussions with members

New members – should a casual vacancy arise:- New member induction (undertaken by the Clerk) including induction pack