

# WEST BLETCHLEY COUNCIL

## “INTENT ON TRAINING” Policy

West Bletchley Council has committed to ensure that all Councillors and staff have the required knowledge, training and information to provide the highest standards of service to the local community.

### **Council Members**

The Council offers induction and ongoing training programmes for all Councillors, covering the following subject areas:

- New Councillor induction and refresher training for longer serving members.
- Code of conduct.
- General Power of Competence.
- Financial Management.
- Planning.
- Chair’s Training.
- Leadership Academy

The Council has formally agreed that “chairs” of committees will be required to undertake chairs’ training if they are to retain a position of chair at the following AGM

### **Council Staff**

All new staff employed by West Bletchley Council are subject to an induction programme during the first few days of employment covering all aspects of their work with the Council, working through a comprehensive aide memoire.

Performance reviews are undertaken with all staff directly employed by the Council on, at least, a six monthly basis. At each review, both the reviewer and the staff member take the opportunity to consider whether additional and/or refresher training is appropriate. Should training be deemed to be either necessary and/or “useful”, appropriate provision of training is researched and scheduled to take place. This may be on an individual or “group” basis.

Such training may constitute:

- “on the job” training for specific tasks.
- “on site” or “off site” training as appropriate.
- “awareness” training as opposed to job specific training – e.g. fire safety, first aid etc.

### **Volunteer Staff**

Where volunteer staff are used on “one off” events e.g. annual carnival, training is provided for specific tasks undertaken “at the time”.

Where volunteer staff are used as a regular feature of “ongoing” activities e.g. work at The Marc, their suitability for the role is assessed at the outset, with further training requirements considered as the role progresses.

### **Staff working for “external” agencies**

Work that the Council undertakes in conjunction with external agencies is mostly subject to a specific, documented “partnership working” agreement that establishes “roles and responsibilities” for each party. Prime responsibility for training will usually rest with the agency providing the staff. However, where work is “supervised” by West Bletchley Council staff, account will always be taken of the suitability of those agency staff and, where appropriate, training deficiencies highlighted and remedied.

10th April 2015