

## ST CLEER PARISH COUNCIL TRAINING ND DEVELOPMENT ACTION PLAN

Council Issue	Council's Objectives <sup>1</sup>	Training Milestones	Action	Achieve by
High levels of Code of Conduct complaints against Councillors  Low level of Community Engagement / Trust (Trolling)	Council Competence  Quality Council Award	CiLCA Qualified Clerk	Achieved	
High levels of Code of Conduct complaints against Councillors (all unfounded) leading to lack of confidence	Drive down level of complaint and increase the confidence of Councillors in their decision making	<ol style="list-style-type: none"> <li>1. All Councillors to have interest's identification flow chart available at meetings</li> <li>2. All new Councillors to undergo Code of Conduct Training</li> <li>3. All new Councillors to receive Induction Pack</li> <li>4. Councillor Skills Audit to be conducted</li> <li>5. 121 induction</li> </ol>	<ol style="list-style-type: none"> <li>1. Achieved</li> <li>2. In Progress 2 outstanding</li> <li>3. Achieved</li> <li>4. Issued</li> <li>5. Uptake by 1 Councillor</li> </ol>	
Staff under deployment in the context of high levels of work outstanding across the estate	Staff appropriately trained and qualified to meet the requirements of new job descriptions following restructure  Reduction in Parish expenditure by redeployment over use of contractors	<ol style="list-style-type: none"> <li>1. Legionella Awareness</li> <li>2. Risk assessment training</li> <li>3. HASAW Training</li> <li>4. Manual Handling Training</li> <li>5. PAT Testing</li> <li>6. RoSPA Park Inspection</li> </ol>	Achieved	
Lack of evidence to support due diligence under Health and Safety Legislation reflected as a Red risk in the Risk Assessment	Compliance with Health and Safety Legislation	See above HASAW Manual Induction including CoSHH	Achieved	
Planning department's decisions not in concert with Parish comments	Planning consultation to have improved commentary in objections to improve outcomes	<ol style="list-style-type: none"> <li>1. Councillors and Clerk to attend training</li> <li>2. Clerk to improve annotations in recording objections (via learning)</li> </ol>	Achieved	

### NOTES

- St Cleer appointed a new clerk in 2018; and in 2019 restructured it's staffing to meet the changing needs of the Parish.
- It has 3 Councillors who have been co-opted over this time; Elections in 2020
- This action plan covers exigent matters and will be revised in line with the Business Plan<sup>2</sup>, once that is produced / Training records for staff currently cannot underpin the risk assessment.
- The 2018-2020 Training budget is £1500 against an annual precept of £52K i.e. 2% of spend<sup>3</sup> / Additional will be financed by Parish from reserves if the current budget inadequate.

<sup>1</sup> Council Objective and linked training planned

<sup>2</sup> Corporate review planned

<sup>3</sup> Identified Budget