



Training and Development Policy

This policy sets out the Town Council's approach to training and Development for Councillors and Employees

Approved by Council 22 April 2024

Agreed

Policy

The Town Council acknowledges that it is important to train and develop both its Councillors and staff in order to adequately carry out its service provision in an efficient and professional manner and as an investment for the future.

The Town Council recognises that training and development of both Councillors and Town Council employees is central to continued growth and effectiveness of local councils and can help make the most of new opportunities and operate effectively using best practice.

1. Types of Training

- 1.1 Training and development will include formal training courses, briefings and seminars, and conferences organised by bodies such as the Society of Local Council Clerks and the National Association of Local Councils as well as informal training such as reading, educational videos, podcasts and on-the-job learning.
- 1.2 Training will primarily focus on specific topics and areas of work pertinent to local councils and will also encompass other relevant training and development that will enhance the professional skills of staff or benefit Councillors and thereby improve service delivery.
- 1.3 Formal training includes opportunities to gain qualifications relevant to an employee's job role e.g. Certificate in Local Council Administration for an administrator or City and Guilds Award in Chainsaw Maintenance for a grounds worker.
- 1.4 Informal training such as on-the-job training to undertake new tasks and reading professional journals will also be recognised.

2. Training and Development Needs

- 2.1 The training and development needs of staff will be identified both through their regular meetings with the Town Clerk and through the annual staff development review process. All new staff will undertake induction training including visiting all Town Council owned property and being given time and support to work through an Induction Handbook.
- 2.2 Should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.
- 2.3 Councillors will also be expected to develop their skills and to attend training on:
 - The Code of Conduct (usually provided by SSSC or SALC)
 - Being a 'New Councillor' (usually provided by SALC)
 - Understanding the Planning System (essential for members of the Planning Committee)
 - Finance
 - Risk Management
 - Equality and Diversity

- A new chairman will automatically be expected to undergo appropriate training in chairmanship.
- 2.4 Changes in legislation are very likely to lead to a training requirement for both Officers and Councillors.

3. Training for Councillors – Standing Orders

- 3.1 The Town Council's Standing Orders set out specific training requirements for Councillors to help them undertake their role; Standing Order 29 reads as follows:
- “a) Within 6 months of being elected / co-opted / appointed the following training should be undertaken or proof provided that such training has been attended within the last 4 years:*
- *Chairing Skills – Mayor, Deputy Mayor, Committee Chairs*
 - *Councillor Essentials / Roles and Responsibilities – all Town Councillors*
 - *Council Governance and finance – all Town Councillors*
 - *Equality & Diversity Training – All Town Councillors*
 - *Code of Conduct – all Town Councillors*
 - *Responding to Planning Applications - Councillors on the Planning Committee*
- b) If the training is offered by the Town Council but not attended or, evidence of a attendance at a similar training session within the last 4 years is not provided, within the 6 month period following election / co-option / appointment a report will be made.”*

4. Training and Development Resources

- 3.1 Training and development will be resourced by making sufficient funds available in the budget to ensure that staff and Councillors are suitably qualified to carry out the functions and duties.
- 3.2 There will also be sufficient funds set aside for appropriate technical / reference literature and other information which will be held by the Town Clerk e.g. Local Council Administration - Charels Arnold – Baker, the Law of Allotments – Paul Claydon

5. Measurement of Success

- 4.1 The impact of training will be measured through the council's service delivery. Well trained staff and members will see the benefits through its successes such as:
- Well chaired council meetings
 - Professional and relevant responses to planning applications
 - Well managed finances
 - Well managed projects
 - Well informed staff and councillors
 - Professional conduct of staff and councillors

6. Training Records

- 6.1 The Town Clerk will keep a record of formal training undertaken by individuals (staff and Councillors) which will be on an individual's personnel file.

6.2 Individuals are encouraged to keep their own training and development record which may be useful when applying to undertake specific roles or participate in projects.

to Council as to why attendance has not been possible and Council will decide whether or not the person should remain in their position / as a Committee member.

Agreed