

WEST MOORS TOWN COUNCIL



TRAINING AND DEVELOPMENT POLICY

Adopted by the Council on 30.01.2020
Reviewed: 21.03.2024

1. INTRODUCTION

West Moors Town Council is committed to the training and development of its Councillors and staff, in order to assist the Council in achieving its aims, objectives, priorities and vision, as well as ensuring that all concerned are kept up to date with all new legislation. To support this, funds are allocated to a training budget annually to enable councillors and staff to attend training and conferences relevant to their office. For the year 2024/25 the amount budgeted is £1,600. Prospective councillors and applicants for the post of clerk should be made aware of the content of this policy and the expectations placed upon them.

2. POLICY STATEMENT

West Moors Town Council is committed to ensuring that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and all other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

It is essential that councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to Town Councils, and to learn new skills to promote partnership working and community engagement in order to become effective Town Councillors and lead a modern and progressive Town Council of the future. Councillor and staff development should be recognised as an integral part of the council's business.

Volunteers are also an integral part of the Town Council and West Moors Town Council will ensure they have sufficient training to carry out the tasks they volunteer for.

3. TRAINING & DEVELOPMENT ACTIVITY

West Moors Town Council consists of 12 elected Councillors and employs one Town Clerk/Responsible Financial Officer (30.5hrs pw) and an Assistant to the Clerk/Communications Officer (28hrs pw).

In addition, there are three gate keepers. Training and development for each of these individuals will be regularly reviewed but will contain as a minimum requirement:

3.1. Councillors

- 3.1.1 Attendance at induction sessions explaining the role of councillors within 6 months of their Declaration of Acceptance of Office.

- 3.1.2 Provision of a new councillor pack containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the council and other relevant information.
- 3.1.3 Access to relevant courses provided by external bodies such as DAPTC and NALC.
- 3.1.4 Travel Expenses for attending briefings, consultations and other general meetings for councillors.
- 3.1.5 Circulation of documentation such as briefings and newsletters/magazines.

3.2 Clerk/Responsible Financial Officer/Assistant to the Clerk.

- 3.2.1 Induction sessions explaining the role of the Clerk.
- 3.2.2 Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Town Council and other relevant information.
- 3.2.3 Attendance at a 'New Clerk's' training course or similar.
- 3.2.4 The Clerk to gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (this is a condition of employment).
- 3.2.5 Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments.
- 3.2.6 Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC).
- 3.2.7 Subscription to relevant publications and advice services (DAPTC, SLCC, NALC and ICCM).
- 3.2.8 Provision of Arnold-Baker on Local Council Administration And other relevant publications, which will remain the property of the West Moors Town Council.
- 3.2.9 Arranging mentoring opportunities with suitably qualified clerks from neighbouring Towns if required.
- 3.2.10 Regular feedback from the Chairman of the Council in their

performance (appraisals).

3.2.11 Travel Expenses for attending briefings, consultations, training and any other general meetings.

3.3 Volunteers on Town Council activities

3.3.1 Briefings on relevant health and safety matters and the scope of their work prior to starting.

3.3.2 Assessment of their skill, knowledge and capacity to complete the task in hand, giving training as required.

3.3.3 Briefing on the safe use of any equipment provided by the Council.

4. TRAINING NEEDS IDENTIFIED

4.1 To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, the Council's aims and objectives and changes in legislation.

4.2 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

4.3 Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Town Council.

4.4 Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisals.

4.5 The clerk is expected to keep up to date with developments in the sector and highlight to the council any training required by councillors and/or staff.

5. RESOURCE TRAINING

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

5.2 Annually, the council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and DAPTC to enable the clerk and councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. EVALUATION AND REVIEW FOR TRAINING

- 6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.
- 6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from councillors, the clerk or volunteers.
- 6.3 The clerk will maintain a record of training attended by Councillors and all staff.
- 6.4 This Policy will be reviewed every 3 to 4 years, depending on any changes in the organisation, legislation or staff.