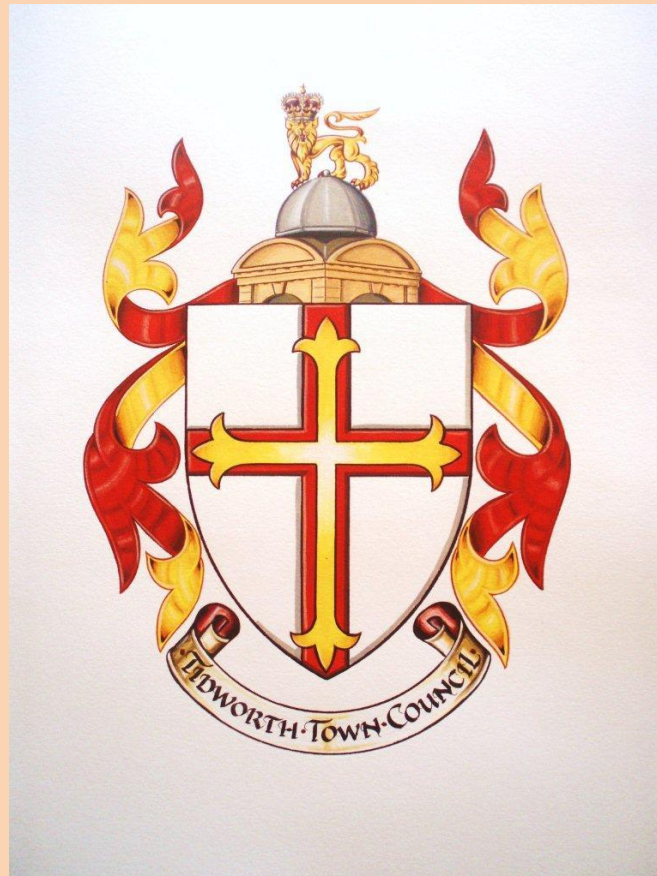


# Tidworth Town Council

## TRAINING AND DEVELOPMENT STATEMENT OF INTENT 2012 – 2013



<b>Council Commitment to training</b>	<p>Tidworth Town Council, as a Quality Council is committed to the provision of training and development for both its employees and members in order to provide the highest professional standards to facilitate its provision of services to the community.</p> <p>To this end the Council will expect and support agreed training and development and meet all course and examination expenses and any travel and subsistence incurred within the given agreed scale. In addition reasonable agreed time for study in paid working hours will be given to employees.</p> <p>The Town Council's Leadership Committee, under its Terms of Reference, will be responsible for monitoring and meeting the needs of all personnel and their training and development requirements within the Staff Training Budget.</p> <p>The Council will endeavour to promote equal opportunities and therefore all staff and members should be afforded equal opportunities for training and development.</p> <p>The Council recognises its responsibilities to providing adequate Health &amp; Safety training to all members of staff.</p> <p>Training will:</p> <ul style="list-style-type: none"><li>➤ Enhance performance of both staff and members of the council</li><li>➤ Enhance skills and experience</li><li>➤ Provide opportunities for learning to broaden skills and experience</li><li>➤ Provide opportunities for networking and teambuilding</li><li>➤ Encourage innovation</li><li>➤ Improve service delivery</li><li>➤ Develop the Town Council as a professional body</li></ul>
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<p><b>Who will be trained by the council?</b></p>	<p><b>Employees</b>  The Town Council currently employs 3 member's of staff,</p> <ul style="list-style-type: none"> <li>➤ Town Clerk/Responsible Financial Officer,</li> <li>➤ Administrator, part time</li> <li>➤ Caretaker/Cleaner</li> </ul> <p>Any employee of the council will be trained to the highest standards and it is recognised that their training needs will cover many different areas and this will be facilitated by the council's staff training budget and its equal opportunities policy.</p> <p>If the Clerk attends a training session they are expected to report back to the full council either verbally or in the form of a report to disseminate the main points of the training to members.</p> <p><b>Members</b>  All new Councillors will be given induction training and will receive an induction pack by the Clerk and will also be nominated for new Councillor training provided by Wiltshire Council and/or any other appropriate bodies.</p> <p>Existing members will be encouraged to take up training opportunities to ensure that they are familiar with current legislation applicable to the operation of the council as a corporate body. All Councillors who attend training sessions are expected to report back to the full council either verbally or in the form of a report to disseminate the main points of the training to others.</p> <p>All members will be expected to undertake training on the Model Code of Conduct as adopted by the Town Council.</p> <p><b>Chairman of the Town Council</b>  A new Chairman will be expected to undertake training on the role of the Chairman as appropriate and familiarise him/herself with the Council's Standing Orders and Financial Regulations</p> <p><b>Contractors</b>  The Council has a responsibility to ensure that contractors are suitably trained to carryout their responsibilities and when applying for tender contracts evidence of trained personnel will be required to be submitted.</p>
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<p><b>Identifying Training and Development Needs</b></p>	<p>Training and development needs for all staff will be carried out through the council's staff appraisal process which includes an individual Development Plan.</p> <p>The Health &amp; Safety Advisor to the Town Council will identify Health &amp; Safety Training for all personnel which will incorporate all areas of the Council's Health &amp; Safety Policy.</p> <p>A Member Training and Development Analysis will identify the training and development requirements of all members which will be based primarily on specific topics and areas of work related to local government. All members of the council will be developed to the highest standards in order to be able to comply with current legislation and to be an informed member of the town council.</p> <p>The council will pay the annual subscription to the Society of Local Council Clerks (SLCC) for the Clerk and membership of the Institute of Local Council Management. The Clerk will be expected to attend all relevant training days wherever possible and network with other local council clerks.</p> <p>Training requirements will be provided to enable staff and members to be proficient in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Changes in legislation</li> <li>➤ Changes in service delivery</li> <li>➤ New and revised qualifications launched</li> <li>➤ All aspects of Health &amp; Safety</li> <li>➤ New methods of working</li> <li>➤ Council policies and procedures</li> <li>➤ New equipment</li> <li>➤ Information technology</li> <li>➤ Risk management</li> <li>➤ Financial management</li> <li>➤ Specific training requests from members and staff to benefit their roles within the council</li> </ul>
<p><b>Training Resources</b></p>	<p>The Town Council will resource training within the given Staff Training Budget from the following:</p> <ul style="list-style-type: none"> <li>➤ Wiltshire Council</li> <li>➤ National Association of Local Councils</li> <li>➤ Society of Local Council Clerks (Regional and Branch Events)</li> <li>➤ SLCC Regional and Specialist Advisors</li> <li>➤ Conferences</li> <li>➤ Working with your Council course</li> <li>➤ Institute of Local Council Management</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Continuous Professional Development</li> <li>➤ Induction Training</li> <li>➤ Health &amp; Safety Courses</li> <li>➤ Cemetery Training providers</li> <li>➤ Customer Care</li> <li>➤ Training manuals and literature</li> <li>➤ The Clerk magazine</li> <li>➤ Finance courses</li> <li>➤ In-house training</li> <li>➤ Local training providers e.g. colleges etc</li> <li>➤ Business Link courses</li> <li>➤ Any other training as appropriate to the work of the council</li> </ul>
<p><b>Measuring the impact of trained staff and members of the council</b></p>	<p>The Town Council will measure the impact of professionally trained staff and members in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Competent staff/councillors in all areas of their job roles</li> <li>➤ High levels of customer care resulting in satisfied levels of customer responses expectant of a Quality Council</li> <li>➤ Councillors are able to be multi-functional in all team areas and are able to provide temporary cover for others who are absent from duty</li> <li>➤ Professional meetings under the control of an experienced chairman</li> <li>➤ Professional documents and council policies</li> <li>➤ Professionally managed public finances</li> <li>➤ The model code of conduct is upheld at all times</li> <li>➤ Quality Status is obtained</li> <li>➤ Council projects are managed efficiently and competently</li> <li>➤ Professional responses are made to Planning Applications within planning law</li> <li>➤ The professional conduct of staff and members is upheld</li> <li>➤ The council is kept up to date with new legislation and is not in danger of acting 'ultra vires' ie 'beyond its powers'</li> <li>➤ The council is expected to be at the forefront of information technology</li> <li>➤ Councillors are empowered to make informed decisions</li> <li>➤ Time management skills are acquired to work 'smartly'</li> <li>➤ Staff morale is raised as enhanced knowledge and skills are gained</li> </ul>

The Town Council is committed to delivering its Training Statement of Intent 2012 – 2013 as follows:

**ACHIEVEMENT AND SUCCESS FOR ALL**

1. Identify Training needs
2. Plan and resource suitable training
3. Deliver the training
4. Evaluate

Signed

Date

Chairman of the Town Council