



## Training & Development Policy

### 1. Introduction

This Staff and Councillor Training Policy outlines the training and development (or continuous professional development) that Staff and Councillors can expect to receive.

To be able play a significant part in a democracy, it is essential that Councillors fully understand their role and responsibilities. Engaging in learning, training and development is essential in gaining experience and enabling both Staff and Councillors to understand their role and contribute fully.

Day to day training is the responsibility of the Town Clerk who can call on specialised skills and knowledge within Tidworth Town Council (hereafter known as the Council) and from external sources for advice on training matters.

### 2. Aims

Aims of the policy are:

- To provide induction training for all new Staff, including relevant Health and Safety information.
- To provide job/role specific training to all new Staff and Councillors.
- To identify the long-term development needs of Staff and Councillors.

### 3. Staff

**Training and Development:** The Council recognises that its Staff are its principal asset. To ensure that the Council can deliver the appropriate services to the Community it is essential that all Staff are fully trained to perform their roles to the highest level. The responsibility for growth and development is shared between the Staff and the Council. The Council will support Staff to develop the skills and experience needed for their roles and work with Staff to develop their abilities and will identify time and make budget provision to enable this to happen.

**Performance Management:** The Town Clerk will undertake an annual appraisal with all staff to review the past year's performance, identify training or development needs, and plan for the coming year. The Clerk's appraisal will be undertaken by the Chair of Leadership. There will also be a six-monthly informal review. These will then be approved by the Staffing Committee.

Appraisals will be conducted in September so any pay awards or changes to hours can be included in the budget setting for the following financial year.



Staff are encouraged to discuss in an open and honest manner any ideas or issues they have concerning their employment.

## **5. Councillors**

When joining the Council either by election or co-option, all new Councillors will be given an information pack containing copies of the following documents:

- New councillor guide
- The Code of Conduct (to be completed).
- Declaration of Acceptance of Office (to be completed).
- Copy of Standing Orders and Financial Regulations
- Committee Terms of Reference
- Contact list
- Timetable of the Council's scheduled meetings and events.

## **6. Procedures**

The procedures for training are:

- A record will be kept for each member of Staff and Councillor showing the training received
- The training records will be monitored on a regular basis and the needs checked.
- All training programmes to be monitored and revised as necessary in order to meet changing business needs.

The Council will provide any necessary training and will meet the costs involved.

However, if a member of Staff fails to complete the training or their employment ends within one year of completing any external training course for any reason except redundancy, the member of staff must reimburse the cost of any training on a pro-rata basis. Staff will be required to sign an 'Agreement to deduct from pay' prior to starting any external course, which authorises the Council to make this deduction.

## **7. Training courses**

Many of the recommended training courses are run by the Wiltshire Association of Local Councils (WALC) and Society of Local Council Clerks (SLCC).

### **Councillors**

The following training is required for all Councillors:

- New Councillor training, such as provided by WALC



*The Council aims to provide this to ALL new Councillors within 6 months of joining the Council where availability allows.*

- Planning
- Any available courses which are relevant to role will be encouraged.

Further development:

- Chairmanship Training
- ILCA
- Refresher courses tailored for Councillors where appropriate.

### **Staff**

Upon completion of 6 months service Staff will be given membership to Society of Local Council Clerks (SLCC). They will then be expected to study ILCA and complete the course within 6 months of commencement of study.

Staff are encouraged to apply for courses provided by WALC and SLCC and external agencies when required. They are also expected to attend courses recommended to them by the Council.

### **Other sources of support:**

- Working closely with another Councillor acting as a mentor for the first six months of office
- Reading through Council agendas and minutes of meetings and asking members of staff for an explanation or clarification of the various terms used
- Reading the various publications that the Council subscribes to, including the WALC's and the National Association (NALC) bulletins; LCR (Local Council Review) and the Clerk magazine, which can help to familiarise both new and more experienced Councillors with issues affecting Local Government
- Attending relevant branch meetings (staff) and WALC meetings.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Print Name)** \_\_\_\_\_ **Chair, Tidworth Town Council**