



KESGRAVE TOWN COUNCIL

Training and Development Policy

Statement of Intent

1. Council recognises that its most important resources are its “human resources”, i.e. its councillors and employees. Council encourages both to enhance their respective knowledge through training and development, to enable Council to make the most effective contribution to its aims and objectives which are to serve the Kesgrave community.
2. Some training is necessary to ensure compliance with all legal and statutory requirements. To support this, funds are allocated to a training budget each year to enable councillors and employees to attend training and conferences relevant to their respective duties.

Approach

3. Council employs various part-time staff, including, the Town Clerk, a Responsible Financial Officer (RFO), an Events and Estate Manager, four job-share Estate Operatives, Administrative Assistant and Kesgrave Market Co-ordinator. Its training needs will therefore, cover many different areas and impose additional training responsibilities on Council in managing the health, safety and welfare of its staff (as referenced in the Staff Handbook).
4. The Finance and Governance Committee on behalf of Council is responsible for monitoring and meeting the training needs of employees and managing the budget. Training and development requirements are identified through the annual appraisal process, which is carried out by the Clerk. The appraisal of the Clerk is carried out by the Chair of Council.
5. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative employees who will be expected to undertake via SALC (Suffolk Association of Local Councils) training entitled Clerk’s Introductory Session. New Councillors should attend the Councillors Introductory Session.
6. One member of staff is First Aid trained. The Estate Operatives should have some basic ROSPA or equivalent training (Play Area risk assessments). All employees should receive appropriate training for their role and any additional training requirements they or the Clerk have identified. All employee training is in accordance with the Staff Handbook and is reviewed annually or when there’s a change to duties which may require additional training.
7. Council will pay the annual subscription to the Suffolk Association of Local Councils (SALC). This will enable councillors and employees to take advantage of legal advice, appropriate training courses, conferences and publications and advice and directives from the National Association of Local Councils (NALC).
8. Employees will be expected to attend relevant training events and councillors can attend training events which are relevant to their duties. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to attend.

The Clerk will circulate training details to keep councillors informed of legislative changes and developments in the sector.

9. New councillors will be encouraged to have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guide, Standing Orders, Financial Regulations, Code of Conduct, Terms of Reference, Contact List, and the schedule of Council meetings. Councillors should become familiar with Council's website, its publication scheme and Council's other policies and procedures.
10. All Councillors will be expected to become conversant with the above documents and to have read all papers and reports pertaining to Council meetings and committee meetings.

Evaluating and monitoring

11. Evaluation of training can be achieved by providing feedback. This will help to ensure the value and effectiveness of the particular training and to cascade the key implications of new legislation, guidance and/or best practice. It will be the responsibility of the Clerk to maintain a continuing professional record and for councillors and other employees to keep a note of their attendance.

Last reviewed: 02 June 2025

Next review due: 02 June 2028