

# **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 staff. 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 staff and Councillors to attend training and conferences relevant to their respective duties/office.

### **Approach**

3. Council employs various part-time staff, including, the Clerk to the Council, a Responsible Financial Officer (RFO), an Events and Estate Manager, three 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 staff and managing the budget. The training and development requirements of staff are identified through the annual appraisal process of staff, which is carried out by the Clerk. The appraisal of the Clerk will be 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 staff. Staff 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 staff to receive appropriate training for their role and any additional training requirements, which may be identified by the member of staff and/or Clerk. All staff training is in accordance with the Staff Handbook and is reviewed annually or when there’s a change to staff duties, which may require additional training.
7. Council will pay the annual subscription to the Suffolk Association of Local Councils (SALC). This will enable staff and councillors 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. Staff will be expected to attend relevant training events and Councillors can attend training events which are relevant to their office. 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 so as 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 meetings, as approved by Council where appropriate. 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 staff/Councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and 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 other staff/Councillors to keep a note of their attendance.

Last reviewed: 21 June 2021

Next review due: 21 June 2023