

KESGRAVE TOWN COUNCIL
TRAINING AND DEVELOPMENT POLICY

Statement of Intent

1. Kesgrave Town Council recognise that its most important resources are its “human resources”, i.e. its Councillors and Staff. The Council encourages Councillors and Staff to enhance their respective knowledge through training and development, to enable the Town Council to make the most effective contribution to its Council’s 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 office.

Approach

3. Kesgrave Town Council employs various part-time staff, including, the Clerk to the Council, a Responsible Financial Officer (RFO), a Service Development Co-ordinator, a Service Development Administrator, a Service Development Officer, two job-share Caretaker/Litter Pickers and 4 Youth Club staff. Its training needs will therefore, cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.
4. The Finance and Governance Committee and the Personnel/HR Committee on behalf of the Council, will be 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 with a personal development plan (PDP) carried out for staff by the Clerk. The PDP for the Clerk will be carried out by the Chairman of the Personnel/HR Committee.
5. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff. Town Council Office Staff will be expected to undertake via SALC (Suffolk Association of Local Councils) course entitled “Clerk’s Introductory Session”. New Councillors should attend the Councillors Introductory Session.
6. The Clerk has the most recent CiLCA qualification. One of the Office Staff is First Aid Trained. The Caretaker/Litter Pickers should have some basic ROSPA or equivalent training (Play Area risk assessments, The Youth Club Staff need to be DBS checked, have Safeguarding training and a basic emergency First Aid Training.
7. The 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, The adopted Code of Practice under The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159), Members List, and the schedule of meetings, as approved by the Council. Councillors should be familiar with the Town Council's website, its publication scheme and the Council's policies and procedures.
10. All councillors will be expected to be conversant with the above documents and to have read all papers and reports pertaining to the Council 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.
12. This policy will be monitored and reviewed annually on behalf of the Council by the Personnel/HR Committee.

*Considered by the Finance and Governance Committee on 8 January 2018.
Taken to full Town Council Meeting to RESOLVE/agree on 15 January 2018*

LAST REVIEWED AND RESOLVED; 15th January 2018;

NEXT REVIEW DUE; March/April 2019.