

ALCESTER TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

1. Introduction

Alcester Town Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. 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 position. Alcester Town Council has the power to allocate funds towards training and development of staff and councillors, under s111 of the Local Government Act 1972.

Prospective Councillors and applicants for staff vacancies should be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Policy Statement

The aim of this policy is to ensure Alcester Town Council is committed to fulfilling its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and other staff are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

3. Training needs identification

Training requirements will usually be identified by the individual, the Staffing Committee or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council.

This includes, one-off specific project or projects not previously carried out by Council.

It is expected that new Councillors with no previous experience of the role will attend training courses deemed beneficial to the individual during their first term of office.

Annually, the Clerk will review the training needs of all staff including themselves during the appraisal process and report to the Staffing Committee.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required for the staff and Councillors.

4. Resourcing Training

Annually, an allocation will be made in the budget as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to various training bodies including; the Society of Local Council Clerks and Warwickshire Association of Local Councils to enable staff and Councillors to take advantage of their training courses and conferences at discounted rates.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

5. Review of training

All training undertaken by staff will be reviewed by the Staffing Committee to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process.

Training undertaken by Councillors will be monitored by Presidium.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or staff.

The Clerk will maintain a record of training attended by themselves, staff and Councillors.

September 2018

Approved by Presidium – 25th September 2018

Approved by Full Council – 2nd October 2018