



## **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 that Alcester Town Council is committed to fulfilling its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, the Town 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. New Councillors**

Induction training will be provided for all new Councillors by the Town Clerk. New Councillors will be provided with an information pack containing documentation and guidance to assist them in carrying out their role.

New Councillors will be encouraged to attend basic training for Councillors on such topics as meetings, standing orders and finance, such as is provided by Warwickshire Association of Local Councils on a regular basis.

#### **4. New members of staff**

Induction training will be provided for all new members of staff. New administrative staff, who have not previously had experience in local government, will complete the online course - Introduction to Local Council Administration (ILCA) or a suitable alternative as agreed by the Town Clerk.

New grounds staff will complete appropriate courses on manual handling, fire awareness and first aid according to their roles as agreed by the Town Clerk.

#### **5. Training needs identification**

Training requirements will usually be identified by the individual, the Staffing Committee or the Town Clerk. Opportunities to attend courses will be investigated by the Town 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 Town Clerk will review the training needs of all staff including themselves during the appraisal process and report to the Staffing Committee.

The Town 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.

#### **6. 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.

#### **7. 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 the Finance and General Purposes Committee.

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 Town Clerk or staff.

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

Approved by Finance and General Purposes – 27<sup>th</sup> June 2023

Approved by Full Council – 4<sup>th</sup> July 2023

To be reviewed June 2026