

## Council Training Policy

### Training Statement of Intent

<p>1. Commitment to training</p>	<p>Sandy Town Council is committed to maintaining the standards expected of a Quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p> <p>The Town Council accepts that training is vital to its development and is not only necessary for its staff but also for its Members.</p> <p>Training will:</p> <ul style="list-style-type: none"><li>• Enhance the performance of both staff and Members</li><li>• Widen skills and experience</li><li>• Provide opportunities to network</li><li>• Provide the skills to confront challenges</li><li>• Encourage innovation</li><li>• Raise the standards of the Town Council.</li></ul>
<p>2. Training needs</p>	<p>Training will initially focus on specific topics and areas of work relevant to local government and enhancing the professional skills of staff and Members.</p> <p>Methods to be used include:</p> <ul style="list-style-type: none"><li>• Formal training courses</li><li>• Briefings and seminars</li><li>• In house training and dissemination of information</li><li>• Conferences, eg SLCC and NALC regional and national events</li></ul>
<p>3. Identifying training needs</p>	<p>Staff training needs will be identified through an annual appraisal. In addition the introduction of new equipment, the need for specialist knowledge or the implementation of new legislation may identify training needs.</p> <p>It is expected that;</p> <ul style="list-style-type: none"><li>• a newly elected member will attend relevant initial Councillor Training as soon as it is convenient for them to do so.</li></ul>

	<ul style="list-style-type: none"> <li>• every elected member will attend at least one training course during each 4 year term. Training will be identified as appropriate.</li> <li>• when a general training need is identified for a majority of elected members, for example as a result of a change in legislation, the full Council and staff will attend relevant training arranged 'in house' if appropriate.</li> </ul>
4. Resourcing Training	<p>Sufficient funds for training will be budgeted during the estimates process each year and will include travel and subsistence expenses if necessary.</p> <p>There will also be an allocation for the purchase of publications and manuals.</p>
5. Measuring the Impact of Trained Staff and Members	<p>The impact of training will be measured through the Council's service delivery. Well trained Members and staff will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>• Well run Council meetings</li> <li>• Professional and relevant responses to planning applications</li> <li>• Well documented policies and reports</li> <li>• Well managed projects</li> <li>• Well managed finances</li> <li>• Well maintained grounds and properties</li> <li>• Heightened awareness of Health and Safety issues</li> <li>• Professional conduct of staff and Members</li> <li>• Qualification for the use of the Power of Wellbeing</li> <li>• Maintaining Quality Council status</li> </ul>

## 1. Responsibilities

- 1.1 Sandy Town Council takes seriously its responsibility to ensure that adequate and appropriate training is made available to its Members and an annual budget is agreed as part of the precept setting to cover such training.

## 2. Training Solutions

- 2.1 Sandy Town Council will demonstrate a commitment to on-going training and development through use of blended training solutions to suit the needs of Councillors. These solutions may include;

- In-house training events delivered by the Clerk, Councillors or external support;
- External courses offered by the Bedfordshire County Association of Local Councils, Society of Local Council Clerks, Central Bedfordshire Council and other external bodies;
- E-learning solutions and training DVD's with access being made available in the Council offices;
- Conferences and Seminars;
- Information sharing meetings with other town councils, local authorities, partners and stakeholders.

### **3. Identifying Training Needs**

3.1 Members training needs will be assessed by the Human Resources committee who will advise on suitable training. A programme of available training will be presented to the Human Resources committee each quarter to help guide the training process.

### **4. Specific Training Needs**

#### **4.1 New Councillors**

As soon as practicable after joining the Council, a councillor should attend an induction training session with the Town Clerk to familiarise him or herself with the general work of the town council and the council's procedures. In an election year this will be conducted as a group session before the first meeting of council is held. This will include a briefing on the code of conduct, standing orders and financial regulations.

New Members should also attend a BATPC run 'New Councillor Induction Training' course at a time that is convenient to them.

Following an election re-elected Members should attend a BATPC run 'Councillor Refresher Course' at a time that is convenient to them.

#### **4.2 Chairman**

All Members appointed as chairman or vice chairman will be expected to attend a chairmanship training course within 6 months of their appointment (*If they have not previously completed the training*).

There are three courses for Chairmanship training and it is expected that a Chairman will complete all three sessions covering; Chairing a meeting, Professional conduct and Handling the public and media.

The Chairman of the Policy, Finance and Resources Committee should attend a BATPC run 'Financial Management for Councillors' training

session within 6 months of appointment as Chairman. *(If not previously completed)*

### **4.3 Committee Members**

Any Member of the Policy, Finance and Resources committee should be given the opportunity to attend the BATPC run 'Financial Management for Councillors' training.

Any Member of the Clerks Management Committee should be given the opportunity to attend the BATPC run 'Staff Appraisal' training.

Members of the HR committee will be advised of other training opportunities that will be suitable for Members on a quarterly basis so as to advise Members of upcoming training.

All Members will be notified about upcoming seminars and parish conferences.

## **5. Evaluation**

All attendees on training courses will be required to provide a review of training undertaken and share any reports or evaluations that are completed.