STURMINSTER NEWTON TOWN COUNCIL

Twinned with Montebourg France

Training and Development policy

1. The Town Council's Commitment to Training and Development

Sturminster Newton Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.
The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets

2. Identifying Training Needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- The Town Clerk will hold CiLCA or equivalent and be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the objectives of the Council, sector best practice and current legislation.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Relevant additional training may be requested at any time.

Members

- A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- Training requirements for members will usually be identified by the Chairman and Town Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the DAPTC 'New Councillor Training Course'.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.

Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils.
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.

3. Training Resources/Providers

Resources

- An annual budget will be set for employee training and members training.
- All employees or members attending training may claim travel expenses.
- The Town Council will ensure that membership fees for DAPTC and SLCC are included annually in the budget.

Training Providers for both employees and members

- Society of Local Council Clerks
- Dorset Association of Parish and Town Councils
- National Association of Local Councils
- Regional and National seminars/conferences
- Principal Authorities
- In-house

4. Record-keeping

Records of training undertaken by employees and members will be retained by the Town Clerk in accordance with the Council's Document Retention Policy.

Adopted:
Review: Every 2 years