

**Iminster Town Council
Training and Development Policy**

Policy

The Town Council acknowledges that it is important to train and develop both its Councillors and staff in order to adequately carry out its service provision in an efficient and professional manner and as an investment for the future.

The Town Council recognises that training and development of both Councillors and Town Council employees is central to continued growth and effectiveness of local councils and can help make the most of new opportunities.

1. Types of Training

Training and development will include formal training courses, briefings and seminars, and conferences organised by bodies such as the Society of Local Council Clerks and the National Association of Local Councils.

Formal training also includes opportunities to gain qualifications relevant to an employee's job role e.g. Certificate in Local Council Administration or City and Guilds Award in Chainsaw Maintenance

Informal training such as on-the-job training to undertake new tasks and reading professional journals will also be recognised.

Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training and development that will enhance the professional skills of staff, benefit members and thereby improve service delivery

2. Training and development needs

The training and development needs of staff will be identified both through their regular meetings with their line manager and through the annual staff development review process. All new staff will undertake induction training including visiting all Council owned property and being given time and support to work through an Induction Handbook.

Should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.

Members will also be expected to develop their skills and to attend training on:

- The Code of Conduct (usually provided by SSDC or SALC)
- Being a 'New Councillor' (usually provided by SALC)
- Understanding the Planning system (usually provided by SSDC) Officer
- Finance
- Risk Management
- Equality and Diversity
- A new chairman will automatically be expected to undergo appropriate training in chairmanship.

Changes in legislation will also induce the need for appropriate training

3. Training and development resources

Training and development will be resourced by making sufficient funds available in the budget to ensure that staff and members are suitably qualified to carry out the functions and duties.

There will also be sufficient funds set aside for appropriate technical literature and other information.

4. Measurement of success

The impact of training will be measured through the council's service delivery. Well trained staff and members will see the benefits through its successes such as:

- Well chaired council meetings
- Professional and relevant responses to planning applications
- Well managed finances
- Well managed projects
- Well informed staff and councillors
- Professional conduct of staff and councillors

5. Training records

A record will be kept of all training undertaken by both staff and members