



Training and Development Policy for Staff and Councillors

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

Wareham Town 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 Council values the time given by its Members to their community and needs to maximise the rewards from that time by ensuring that its Members understand and enjoy their role in the community.

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 will be provided for new Members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Town Clerk to hold CiLCA or equivalent. Town Clerk to be a member and the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council as evidenced by the Council's Corporate Plan and Action Plan.

- Relevant additional training may be requested at any time.
- The Town Clerk is required to keep abreast of all changes in legislation, policies and practices affecting the Council and advise the Council accordingly.

Members

- The Town Clerk will provide induction training for all new Members giving an overview of the Town Council, its roles and responsibilities, procedures, finance and issues of the day. A Councillors Handbook will be provided setting out the Town Council's policies and procedures.
- Newly elected Members are encouraged to attend 'New Councillor Induction Training' provided by DAPTC.
- Training requirements for Members will usually be identified by the Town Clerk and opportunities to attend courses will be investigated by the Town Clerk, taking into consideration budget allocation and brought to the attention of the Council.
- Training requests will be authorised by the Town Clerk and should be appropriate to the position of the Member and Committees they sit on.
- If a Councillor changes his/her role, e.g. by becoming a Chairman of a Committee for the first time, that Councillor is encouraged to attend an appropriate course, such as DAPTC's 'Changing Chairs', to assist in this transition.
- 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 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

An annual budget will be set for employee training and Members training. All employees or Members attending training may claim travel expenses, if outside of Wareham.

The Town Council will ensure that Membership fees for DAPTC, ALCC 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. Measuring Impact of Training

When a Councillor or member of staff has attended a course, the Town Clerk will seek feedback on the content, standard, benefits and relevance of that course.

At informal and formal appraisal meetings, the Line Manager will assess the extent to which long term and short courses have supported a personal development plan and expected improvements in performance.

A training register is maintained listing and showing evidence of all training attended by staff and a register of Councillor training is also kept.

5. Review

This training and development policy is to be reviewed by the Policy, Resources & Finance Committee on an annual basis.