



OTTERY ST MARY TOWN COUNCIL TRAINING POLICY

ADOPTED: 3rd December 2018

REVIEW DATE: December 2019

Training and Development Policy for Employees and of Ottery St Mary Town Council (‘the Council’)

1. The Council’s Commitment to Training and Development

The 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 Employees 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 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 Employees. Contracts of employment and job descriptions will include details of the Council’s commitment to training.
- Current or any new Town Clerk (‘the Clerk’) to hold CiLCA or equivalent. The Clerk to 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 (‘CPD’).

- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Employee training will be identified by the Clerk through annual appraisals, employee meetings and informal discussions in the light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- A Members folder will be provided for all newly elected Members setting out the Council’s policies and procedures
- Training requirements for Members will usually be identified by the Chair of the Human Resources Management Ctte and the Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council
- Newly elected Members will be encouraged attend the Devon Association of Local Councils (‘DALC’) ‘Basic Councillor Training’
- All will be expected, subject to availability to take training in:-
 - Code of Conduct
 - Planning
 - General Power of Competence and
 - Financial Management

There shall be continual training for existing Members

Members 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 Council is committed to offering support to its local area Parish/Town Councils
- The 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.

The Council will ensure that membership fees for DALC and SLCC are included annually in the budget.

Training Providers for both Employees and Members

- SLCC
- DALC
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities
- In-house

4. Review

This training and development policy is to be reviewed by the Clerk and the Human Resources Management Committee on an annual basis and presented to the Council each year for its approval.

Adopted by Full Council on 3rd December 2018

Review date December 2019

MAYOR