



## **STOW ON THE WOLD TOWN COUNCIL**

### **TRAINING & DEVELOPMENT POLICY FOR EMPLOYEES & COUNCILLORS**

#### **Overview**

As the first tier of local government local councils are uniquely placed to make a major contribution to localism<sup>1</sup> and play a significant part in democracy.

The council is committed to offering its employees and councillors the highest standard of training. Funds are therefore allocated to a training budget each year to enable councillors and staff to discharge their duties as effectively as possible and achieve the objectives and aims of the council. Council will pay for all training and will pay any associated out of pocket expenses.

Engaging in learning, training and development is essential in gaining experience and enabling both staff and councillors to understand their role and responsibilities to enable them to contribute fully to the democratic process.

The council is committed to networking with other councils as an effective means of sharing information and linking in with each other's training events if applicable.

The council is committed to being a member of the Gloucestershire Association of Parish & Town Councils (GAPTC) and to the clerk being a member of Society of Local Council Clerks (SLCC). Both organisations offer training and are also an invaluable source for advice and support.

In addition the council is also committed to being a member of the Institute of Cemetery and Crematorium Management (ICCM) for training needs and advice in relation to policy and best practice guidance to the council as the burial authority.

For any specialist training needs identified, the clerk\* will source suitably qualified professional training companies in the most cost effective way.

Employees and councillors will be entitled to:-

- Equality of opportunity in all aspects of their development.
- An induction session into their own roles as well as those of the council.
- An understanding of the direction and objectives of the council.
- An understanding of the contribution that is expected of them.
- Training will include conferences, training courses, briefings and seminars.

#### **Training for employees**

All employees will:-

- Be given access to all council policies and procedures and other information deemed relevant.
- A tour of the parish particularly the areas owned or managed by the council.
- Have access to a library of relevant publications (and website addresses) offering information on all aspects of local government. This will include the provision of a copy of Local Council Administration by Charles Arnold Baker and other relevant publications.

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<sup>1</sup> Localism Act 2011

Training needs for the clerk will be identified by the Staffing committee as follows:-

- Through the completion of the annual review/appraisal.
- Should new legislation or equipment be introduced during the year then appropriate training will be given.
- The clerk is also encouraged to make suggestions for training s/he deems or feels is appropriate and/or necessary to carry out his/her role.

Training needs for deputy clerk and any support staff will be identified by the clerk as the line manager as follows:-

- Through the completion of the annual review/appraisal.
- Should new legislation or equipment be introduced during the year then appropriate training will be given.
- Clerk may also make suggestions for specific training needs s/he deems appropriate.
- The deputy clerk and any other support staff are also encouraged to identify any specific training they feel is appropriate to carry out their role more effectively.

### **Training for councillors**

Essential training for councillors will be identified as follows:-

- ALL new members (elected or co opted) will be expected to undertake an induction meeting with the clerk and will be provided with a "Welcome" pack containing relevant council documents.
- A tour of the parish particularly the areas owned or managed by the council.
- All councillors must attend GAPTC's "Being a better councillor" training within six months of joining council in line with standing orders.
- A new chairman will be expected to undertake appropriate training in chairmanship skills.
- All members will be encouraged to carry out training in planning.

### **Impact and evaluation of training**

A well trained clerk, support staff and councillors will see the benefit of training through:-

- Well chaired council meetings
- Professional responses to planning applications
- Policies and reports of a high standard
- Projects well managed
- Council finances well managed
- Professional conduct of the clerk, other staff and councillors
- Recognition through meeting national standards

The council will evaluate and measure the effectiveness of all training attended. Councillors and employees will provide feedback on the value and effectiveness of the training they undertake and to share information gained. Employees will report back to the clerk. Councillors will give a report at the next council meeting following the training.

The clerk will maintain a record of any training undertaken by employees and councillors.

*\*For the purposes of this policy when the clerk is mentioned this also includes the role of the Responsible Financial Officer (RFO) as the clerk carries out both these roles.*