



SAXMUNDHAM TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

Biennial Review: 11 March 2024
Minute Item: 150/23TC



Introduction

Saxmundham Town Council is committed to the provision of training and development for all councillors, employees and volunteers to ensure that they are trained to the highest standard and kept up to date with all new legislation.

All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.

To support this requirement, funds are allocated to a training budget each year to enable councillors, employees and volunteers to attend training and conferences relevant to their office.

Policy Statement

The Council is committed to ensure that it continues to fulfil its duties and responsibilities to its parishioners professionally.

It is therefore the Council's intention that councillors, employees and volunteers are suitably equipped with knowledge and skills to carry out their roles and maintain safe and effective working practices.

The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

Training and Development - Councillors

The Council comprises twelve elected or co-opted members.

Training and development for all members will be regularly reviewed but will contain as a minimum requirement:

- Attendance at an induction session, delivered by the Town Clerk, explaining the role of the Council, councillors, employees and current projects.
- Provision of a Town Council Information Folder containing copies of the Council's Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Asset Register, Current Budget Table, Neighbourhood Plan, Strategic Plan, Terms of Reference for all Committees, Staff Structure Chart, Committee Structure Chart, Policies and Procedures adopted by the Council and any other information deemed relevant at the time.
- Provision of NALC publications - the Good Councillor Guide, the Good Councillors' Guide to Employment and the Good Councillors' Guide to Finance and Transparency and any other NALC publications deemed relevant at the time.
- Access to relevant courses delivered by the Suffolk Association of Local Councils (SALC) and other training providers.
- Circulation of documentation such as The Local Councillor; SALC briefings, Local Authority briefings and any other relevant briefings.

Training and Development – Employees



At present, the Council employs a full-time Town Clerk/Responsible Financial Officer, a part-time Deputy Town Clerk, a part-time Assistant Town Clerk, a part-time Caretaker, a part-time Environment Coordinator and a part-time Community Officer.

Training and development for all employees will be regularly reviewed but will contain as a minimum requirement:

- Attendance at an induction session, delivered by the Town Clerk, explaining the role of the Council, councillors, employees and current projects.
- Provision of a Town Council Information Folder containing copies of the Council's Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment, Asset Register, Current Budget Table, the Neighbourhood Plan, Strategic Plan, Terms of Reference for all Committees, Staff Structure Chart, Committee Structure Chart, Policies and Procedures adopted by the Council and any other information deemed relevant at the time.
- Access to relevant courses delivered by the Suffolk Association of Local Councils (SALC) and other training providers relevant to the proficient discharge of their duties.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and Information and Networking briefings provided by the Local Authorities and SALC.
- Subscription to relevant publications and advice services.
- Provision of Arnold-Baker on Local Council Administration and other relevant publications, which will remain the property of the Council.
- Regular feedback from their Line Manager in respect of their performance.

Training and Development – Volunteers

Training and development for all volunteers will be regularly reviewed but will contain as a minimum requirement:

- Briefings on relevant health and safety matters and the scope of their work prior to commencing.
- Assessment of their skill, knowledge and capacity to complete appropriate tasks by the Environment Coordinator.
- Briefing by the Environment Coordinator on the safe use of any equipment provided by the Council.
- Ad-hoc training which will be proportionate and relevant to their role.

Identification of Training Needs - Councillors

Training requirements for councillors will usually be identified by themselves in conjunction with the Town Clerk.

Opportunities for councillors to attend courses and briefings will be identified by the Town Clerk and brought to the attention of the Council.

Identification of Training Needs – Employees and Volunteers

Training requirements for employees will be identified through the recruitment process for new employees, probation reviews for new employees, annual appraisals for existing employees, and formal and informal discussions.



Training requirements for volunteers will be identified through ongoing assessment by the Town Clerk and Environment Coordinator.

The Town Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

Resourcing Training

As part of the annual budget process, the Town Clerk and the Resources Committee will:

- formally review the training needs of councillors, employees and volunteers.
- allocate suitable provision in the budget to enable reasonable training and development.
- allocate suitable provision in the budget for the payment for SALC and SLCC membership subscriptions.
- allocate suitable provision in the budget for the purchase of relevant resources and publications on an ongoing basis.

Evaluation and Review of Training

All training undertaken will be subsequently evaluated by the Town Clerk and the Council to ensure that it is relevant to its needs, cost effective and that the quality of training is consistent.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from councillors, employees or volunteers.

The Town Clerk will maintain a record of training attended by all councillors, employees and volunteers.

Prospective councillors and job applicants should be made aware of the content of this policy and the expectations placed upon them contained within it.