

Training Policy

General

South Woodham Ferrers Town Council will co-ordinate training for Staff and Councillors to ensure that they are able to discharge their duties as efficiently as possible.

The Town Council recognises the importance of continuous development in enabling it to meet the future needs and aspirations of the local community.

Identifying Training Needs Councillors: New Councillors are provided with a welcome pack and details of appropriate training courses.

Councillors will be encouraged to attend a variety of courses to support their role within the Town Council.

Staff

The Town Council supports relevant training for staff, both one-off and qualification courses. Training needs will be identified at the initial induction meetings held with all new employees and then reviewed at their annual Appraisal meeting.

Staff will be encouraged to undertake training both relevant to their specific roles and to extend their skills.

Funding

The Town Council will provide for the cost of training fees and the expense of attending courses for both Staff and Councillors from within the annual budget.

Resources

A training budget is set annually to cover the cost of courses for both Staff and Councillors. Travelling expenses for Staff and Councillors are also included.

In addition to in-house training, the following is a non-exclusive list of training providers to be considered:

- Essex Association of Local Councils (EALC)
- National Association of Local Councils (NALC)

- Society of Local Council Clerks (SLCC)
- Chelmsford City Council
- Rural Community Council for Essex (RCCE)

When course details are received by the Town Clerk they are circulated to all Staff and Councillors. If a member of Staff or Councillor indicates a desire to attend, the appropriate number of places are booked using the training budget and any travelling expenses are reimbursed using the appropriate budget.

Impact of Training

Training will help maintain, enhance and expand the quality and range of services offered by the Town Council. It will also help prepare members for their future roles within the Town Council. Assistance will be provided to members to adapt to meet the changing needs of the Town Council and community and for staff to acquire more confidence in their work.

It also ensures that the legal requirements are met.

The outcome of training courses attended and what will be achieved is to be demonstrated by Staff and Councillors.

Review

Staff will have the opportunity to review their impact of their training at the annual Appraisal meeting and informal discussions throughout the year. Areas that might prompt additional training are:

- Changes in legislation
- New or revisions to existing council services
- Introduction of new qualifications
- Accidents or incidents at work
- Complaints
- Specific requests from staff

Members requirements

Training opportunities for Councillors will be identified by the Town Clerk and attendance considered through the agenda process.

Council Development

In the event of new legislation being introduced or an issue arising which requires the attention of all members, the Town Clerk will provide or arrange for a suitable training event to be held.

Sources of Information

The Town Council's information source will be kept current by way of the following:

- Access to free information either through literature or the use of the internet
- Annual subscriptions to relevant publications
- Membership of relevant organisations

The Town Council will support its members by:

- a) Being a member of the Essex Association of Local Councils

The Town Council will support its Officers by:

- b) Supporting the Town Clerk's membership of the Society of Local Council Clerks and paying the subscription

Annual Review This policy will be reviewed annually.

Date effective from: November 2024

Next review: November 2026