



# Bungay Town Council Training and Development Policy

## 1. INTRODUCTION

Bungay Town Council is committed to the training and development of its Councillors and staff, to assist the Council in achieving its aims, objectives and priorities. Bungay Town Council believe that this will ensure Council is kept up to date with all new legislation and provide an informed and effective, up-to-date service.

To support this, funds are allocated to a training budget annually to enable staff and Councillors to attend training and conferences relevant to their office.

Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within.

## 2. POLICY STATEMENT

Bungay Town Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices.

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

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to Town councils, and to learn new skills to promote partnership working and community engagement. Councillor and staff development should be recognised as an integral part of the Council's business.

## 3. TRAINING & DEVELOPMENT ACTIVITY

Bungay Town Council consists of 15 elected Councillors and employs a Town Clerk/Responsible Financial Officer and other administrative staff. In addition, volunteers from within Bungay provide invaluable support for the Town's work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement: -

### Councillors

- a) Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- b) Attendance at Suffolk Association of Local Councils (SALC) training course for new Councillors.
- c) Access to relevant courses provided by external bodies such as East Suffolk District Council and SALC.
- d) Expenses for attending briefings, consultations and other general meetings for training & development.
- e) Circulation of documentation such as briefings and newsletters/magazines to all Councillors.



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### **Clerk/Responsible Financial Officer & other staff, as appropriate.**

- a) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Town Council and other information deemed relevant
- b) Attendance at a 'New Clerk's' training course or similar if necessary
- c) Assistance financially in gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment (this is a condition of employment)
- d) Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments
- e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC), and SALC.
- f) Subscription to relevant publications and advice services
- g) Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council
- h) Arranging mentoring opportunities with suitably qualified Clerks from neighbouring Towns
- i) Regular feedback from the Chairman of the Council in their performance
- j) Expenses for attending briefings, consultations, training and any other general meetings

### **Volunteers on Town Council Activities**

- a) Briefings on relevant health and safety matters and the scope of their work prior to starting
- b) Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments
- c) Briefing on the safe use of any equipment provided by the Council
- d) Training for volunteers will not be beyond that which is necessary for their role

## **4. TRAINING NEEDS IDENTIFIED**

To provide appropriate training, development and learning opportunities for all Councillors and staff, identified through self-assessment, the Council's aims and objectives and changes in legislation.

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Annually, the Council will formally review the training needs of the Councillors and the Clerk at a meeting of the Town Council, normally the budget meeting.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals

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

## **5. RESOURCING TRAINING**



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Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to SALC to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

### **6. EVALUATION & REVIEW OF TRAINING**

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.

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, the Clerk or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

### **7. POLICY REVIEW**

This policy will be reviewed every three years as appropriate

This Policy was adopted by Bungay Town Council on

Signed: ..... (Chairman)

Date: .....