



## **CARLTON COLVILLE TOWN COUNCIL TRAINING AND DEVELOPMENT POLICY**

### **Statement of Intent**

1. Carlton Colville Town Council recognises that its most important resources are its Councillors and staff. The Council encourages both to enhance their knowledge and qualifications through training and development so as to enable them to make the most effective contribution to the Council's aims in serving the Carlton Colville communities.
2. Some training is necessary to ensure compliance with all legal and statutory requirements. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

### **Approach**

3. Carlton Colville Town Council employs the Clerk to the Council who also acts a Responsible Finance Officer. Its training needs will therefore cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff.
4. The Finance & Personnel Committee on behalf of the Council will be responsible for monitoring and meeting the training needs of staff and managing the budget. The training and development requirements of staff are identified through the annual appraisal process with a personal development plan approved by Finance & Personnel Committee.
5. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff. The Clerk, and ideally the Responsible Financial Officer, will be expected to undertake the 'Working with Your Council' and/or 'Introduction to Local Council Administration' course.
6. The Clerk will be required to obtain the CiLCA qualification. The Responsible Financial Officer will be expected to obtain appropriate bookkeeping and/or financial qualifications.
7. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC), Suffolk Association of Local Councils (SALC). This will enable staff and councillors to take advantage of appropriate training courses, conferences and publications.
8. Staff will be expected to attend relevant training events and councillors can attend training events which are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. In-house training during an evening can be considered if required, to enable all councillors to

attend. The Clerk will circulate 'The Local Councillor' newsletter so as to keep Councillors informed of legislative changes and developments in the sector.

9. All councillors are expected to attend a councillor training course. All councillors are encouraged to attend a refresher course every four years subject to funds for training being available.
10. New councillors will be encouraged to have an induction meeting with the Clerk and will be provided with an 'information pack' that includes The Good Councillors Guide, Standing Orders, Financial Regulations, The adopted Code of Practice under The Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159), Members List, and Meetings Timetable. Reference will be made to the Council's website with regards the Council's policies and procedures including the Council's Complaints Procedure, Communications Policy, Equal Opportunity Policy, Bullying and Harassment Protocol and Disciplinary and Grievance Procedures.
11. All councillors will be expected to be conversant with the above documents and to have read all papers and reports pertaining to the Council meetings.

#### **Evaluating and monitoring**

12. Evaluation of training can be achieved by staff/councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and cascade the key implications of new legislation, guidance and/or best practice. It will be the responsibility of the Clerk to maintain a continuing professional record and for other staff/councillor to keep a note of their attendance.
13. This policy will be monitored and reviewed annually on behalf of the Council by the Finance & Personnel Committee.

This is a controlled document, amendments can only be made following agreement at a meeting of the Full Council. This document will be reviewed annually.

**Date adopted: July 2017**

**Reviewed: September 2018**

**Next Review Date: September 2019**






**Key: Type of Course**

**C = Course**

**S = Seminar**

**B = Briefing**

**M = Meeting e.g. SALC area meeting**

