



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

TRAINING & DEVELOPMENT POLICY Staff & Councillors

The Town Council's Commitment to Training & Development

Leigh-on-Sea Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objective of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets.

Identifying Training and Development Needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Town Clerk to hold CiLCA or equivalent. Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- An Induction folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- An induction session with the Town Clerk

- Training requirements for members will usually be identified by the Town Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the EALC 'Councillor Training'
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided as required. In particular members of the Planning, Highways & Licensing Committee will be required to attend Southend Borough Council (SBC) training on planning and licensing.

Training Resources/Providers

An annual budget will be set for employee training and Members' training. All employees or members attending training may claim travel expenses.

The Town Council is committed to offering support to its local area Parish/Town Councils. It is committed to networking with other Councils as it sees this as an effective means of information gathering and where possible to link in with training events held by itself or other Councils.

Training Providers for both employees and members

- Essex Association of Local Councils
- SBC (as Principal Authority)
- Society of Local Council Clerks
- National Association of Local Councils
- In-house – if the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend
- Other relevant training provider

Review

In order to evaluate training, staff and Members are required to report on the training attended. This can either be verbally or by written report and advise of anything learned that Council can use and implement in the future. They should evaluate how successful and appropriate the training has been.

The purpose of feedback is to provide shared learning across the organisation which provided both training benefits and represents value for money.

ADOPTED SEPTEMBER 2017

REVIEW SEPTEMBER 2020