

## **Filey Town Council**

**Council Offices, 52A Queen Street,  
Filey, North Yorkshire, YO14 9HE**

**Telephone:** 01723 514498

**Email:** mail@fileytowncouncil.co.uk

**Website:** www.fileytowncouncil.co.uk



# **Training and Development Policy**

## **Document History**

Adopted on 23 May 2018

Reviewed 6 May 2020 & May 2021

To be reviewed May 2022

## **Contents**

**Pages 1-4** - Policy

**Pages 5-6** - Appendix A Training Log (2012-2017)

**Pages 7** - Appendix B Members Training Needs Analysis (2018-19)

**David Liddle**

**Town Clerk & Responsible Financial Officer**

## 1. Introduction

- a) The Town Council is committed to ensuring its councillors and staff are trained to the highest standard and kept up to date with all new legislation. 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.
- b) For the 2021/2022 financial year £1,300 of funds have been made available for training and development.
- c) In this document training and development are defined as follows:
  - **Training** is a form of development which specifically addresses the acquisition and development of new knowledge and skills, or fills gaps in existing knowledge and skills, both of which are required for adequate performance in the workplace (i.e. the town council).
  - **Development** is a short-form for people development, which can involve a wide range of learning activities (including training) all of which are aimed at improving and sustaining workplace performance in terms of knowledge, skills and behaviours.

## 2. Policy Statement

- a) The 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, staff and volunteers are suitably equipped with 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.
- b) The Council's goal will be to support 'Achievement and Success for All'. This will be achieved through:
  - 1) **Identifying Training needs**
  - 2) **Planning and resourcing suitable training**
  - 3) **Delivering the training**
  - 4) **Evaluating**

## 3. Training and Development Scope

- a) The Town Council consists of 13 elected councillors. The Council employees one full time Clerk, a part time Deputy Clerk, a part time Assistant Clerk and a caretaker. There is an archive manager. Training and development for each of these groups will be regularly reviewed.
- b) The Council has a responsibility to ensure that contractors are suitably trained to carry out their roles. When applying for tender contracts evidence of trained personnel will be required to be submitted.

#### **4. Training and Development for Councillors**

- a) Attendance at induction sessions explaining the role of councillors;
- b) provision of a Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) training on Standing Orders, Financial Regulations, Code of Conduct and General Power of Competency;
- d) access to relevant courses provided by bodies such as the Yorkshire Local Council Association (YLCA);
- e) the Chairman and Vice-Chairman of the Council will be expected to undertake 'Chairmanship' training and gain a detailed understanding of the Council's Standing Orders and Financial Regulations
- f) expenses for attending briefings, events and other general meetings for councillors in the Yorkshire area, and;
- g) circulation of documentation such as briefings, newsletters and magazines.

#### **5. Training and Development for Staff**

- a) Induction session explaining the role;
- b) provision of copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant;
- c) attendance at a foundation "Working With Your Council" course;
- d) gaining the Certificate in Local Council Administration (CiLCA) or ILCA, where appropriate, within 12 months of appointment;
- e) any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and understanding the planning system, identified through regular training needs assessments;
- f) attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by the YLCA;
- g) subscription to relevant publications and advice services;
- h) provision of Arnold Baker's Local Council Administration and other relevant publications, which will remain the property of the Council;
- i) arranging mentoring opportunities with suitably qualified staff from neighbouring parishes, and;
- j) feedback as part of an annual appraisal from the Chairman of the Staffing Committee or their line manager about their performance.

#### **6. Training and Development for Volunteers**

- 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;

- c) briefing on the safe use of any equipment provided by the Council, and;
- d) training for volunteers will not be beyond that which is deemed necessary for the role.

## **7. Study Leave and Course Attendance**

Employees who are given approval to undertake external qualifications are granted the following:

- a) Time to attend courses;
- b) time to sit examinations and study time of one day per examination (to be discussed and agreed by the Staffing Committee in advance);
- c) councillors and staff attending approved short courses/workshops/ residential weekends can expect the following to be paid:
  - i. the course fee;
  - ii. travelling expenses in accordance with the Council's current policy, and;
  - iii. subsistence in accordance with the Council's current policy.

## **8. Identification of Training Needs**

- a) Training requirements for councillors will usually be identified by themselves, the Chairman of the Staffing Committee and the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to member's attention;
- b) training needs for staff will be identified through the recruitment process, including an application form and interview, formal and informal discussions and annual staff appraisal, and;
- c) the Health & Safety Advisors to the Town Council will identify health & safety training for all personnel with reference to the Council's Health & Safety Policy.

## **9. Training Resources**

- a) Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. The amount will be reviewed at the meeting where the Council sets a budget, usually January;
- b) annually, the Council will consider an allocation in the budget for subscriptions to professional bodies (YLCA, SLCC, etc) to enable staff and Councillors to take advantage of their training courses and conferences, and;
- c) the purchases of relevant resources, such as, publications and books will be considered on an ongoing basis.

## **10. Evaluation and Review**

- a) All training undertaken will be subsequently evaluated by the Staffing Committee to gauge its relevance, content and appropriateness. Any additional training needs will be brought into the identification of training needs process (section 8);

- b) 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, and;
- c) the Town Clerk will maintain a record of the training that staff, councillors and volunteers attend, and; annually, the Council will formally review this policy and the training needs of councillors and the Clerk at the Annual Meeting of the Parish Council.

# Appendix A

## Training Log 2012-2019

<b>Date</b>	<b>Those Trained</b>	<b>Type Training</b>
1.8.12	Councillor: Shackleton, Meek, Casey, Bosomworth, Glanvill, Walker, Wilkie and Burton.	Certificate of Training The Role of Elected Members in the Disciplinary and Grievance Procedure Training conducted by Mr R Kaye, SBC Head of Human Resources
26.9.13	Cllr R Walker	General Power of Competence and Community Rights – Localism Act 2011 Training Seminar
2014	Cllr Jeff Meek	Understanding the Planning System
13.5.14	Councillors: Bosomworth, Glanvill, Shackleton and Walker.	Emergency Plan Training Exercise 'Exercise Sudden Shock'
25.7.14	Cllr Susan Bosomworth	Chairmanship Skills
26.11.14	Cllr Susan Bosomworth	Employment Training – COURSE CANCELLED
8.7.15	Cllr A Shaw	Developing Your Skills as a Councillor YLCA Course.
14.7.15	Councillors: Bosomworth, Casey, Glanvill, Haxby, Horley, Houlden-Banks, Meek, Shackleton	Emergency Plan Training Exercise 'Roles and Responsibilities of setting up a Rest Centre'
2.9.15	Councillors: Bosomworth, Casey, Glanvill, Haxby, Horley, Meek, Shackleton, Shaw and Wilkie.	Equality & Diversity Workshop Training Delivered by NAPPI uk
16.9.15	Councillors: Shackleton, Haxby, Meek, Horley and Walker.	Use of Overhead Digital Projector & Screen by Jennings Computer Services

Sept 2017	Cllr Casey	Chairmanship training
Oct 2017	All current councillors apart from Cllr Horley and Cllr Wilkie.	In-house standing orders training
Dec 2017	Councillors: Casey, Haxby, Meek, Walker, Bosomworth, Thurlston.	Tablet refresher training
April 2017	Cllr Meek	GDPR training

## **Appendix B**

### **Members Training Needs Analysis – 2021-22**

The main focus of training for the upcoming year is the training of the staff on areas associated to their roles the Deputy Clerk is currently studying towards a CILCA qualification and the Assistant Clerk is looking at courses on Project Management and Photography. The Councillor training will be focused on specific areas in particular planning for the future in areas where Councillors have little experience. i.e., Finance.

The main training will be done by YLCA using online training modules.