



Malton Town Council

Staff Training & Development Policy

1. The Town Council's Commitment to Training and Development

Malton 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 objectives of the Town Council
- To regularly review the needs of and to plan training and development for employees.
- To regularly evaluate the investment in training and training budgets.

2. Identifying Training Needs

Employees

- Induction training 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 Clerk to hold or work towards CiLCA or equivalent. 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 the light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Local Area

- The Town Council is committed to offering support to its local area Parish/Town Councils
- The Town Council 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 other councils.

3. Training Resources/Providers

An annual budget will be set for employee training. All employees attending training may claim travel expenses.

The Town Council will ensure that membership fees for ILCM and SLCC are included annually in the budget.

Training providers for both employees and members

- Society of Local Council Clerks
- Yorkshire Local Councils Association
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities
- In-house

4. Review

This training and development policy is to be reviewed by the Town Council and the Staffing Committee on an annual basis and presented to the Council each year for approval.

Adopted by Malton Town Council on 27th June 2018