



Malton Town Council Training & Development Policy

1. Introduction

- 1.1 Malton Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation, as well as being able to deliver the Council's corporate aims and objectives each year by having the appropriate skills required.
- 1.2 To support this commitment, funds are allocated by the Council to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office and prioritised to meet the needs of the Council in terms of service delivery, service and organisational planning and development.

2. Training Needs

Employees

- 2.1 The Town Clerk will have overall responsibility for monitoring and meeting the training needs of staff and managing the training budget.
- 2.2 The Town Council employs four full and part-time members of staff.
- 2.3 Training needs therefore cover many different areas and will be identified via the annual appraisal process. The Town Clerk's training and development needs will be identified via her annual appraisal carried out by the Mayor and the training needs of other staff will be identified by the Town Council.
- 2.4 Training and development are the responsibility of each member of staff and all employees are encouraged to be proactive in identifying their needs.
- 2.5 Induction training will be provided to all new members of staff.
- 2.6 The Town Clerk, in conjunction with the Council and individual members of staff will identify training needs due to changed circumstances such as changes to legislation.
- 2.7 Once training needs have been identified for employees, a training schedule will be prepared and submitted to the Council for approval to ensure the training is relevant and fit for purpose.

Councillors

- 2.8 Induction training will be provided to all new Members of the Council.
- 2.9 Training requirements for councillors will usually be identified by Members and the Town Clerk and brought to the attention of the full Council.

3. Prioritisation of Training and Development

3.1 Any personal development and training will be prioritised on the following basis:-

- Corporate/service delivery
- Specialist needs
- Improving existing skills
- Personal development

3.2 Grounds staff will require specialist training in their respective fields. Such training will be identified and either be carried out in-house or be specialist training centres as is appropriate.

4. Resourcing Training

4.1 A budget will be provided for training and development on an annual basis and all training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements.

4.2 Any member of staff may apply to take qualification training – any sponsorship by the council will depend on corporate and service priorities and each application will be considered on this basis.

4.3 The principles of the National Training Strategy for Town Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake the ‘Working With Your Council’ course.

4.4 In addition, the Town Clerk will be required to obtain the CiLCA qualification.

4.5 The Council will pay the annual subscription to the Society of Local Clerks (SLCC) and the Yorkshire Association of Local Councils to enable staff and councillors to take advantage of their excellent training courses and conferences.

4.6 When training is approved, the Council will pay and/or assist with expenses incurred covering items like tuition and examination fees.

4.7 Travelling costs will be paid at the discretion of the Town Clerk.

4.8 Where training is sponsored by the Town Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to undertake to remain the service of the Town Council for a period of one year from the date on which the qualification is obtained. If the employee leaves within three year period, all costs will be reclaimed in full, except in exceptional circumstances.

4.9 The Town Clerk will be expected to attend all relevant training events whenever possible and other members of staff and councillors will be expected to attend training events which are relevant to their office.

4.10 New councillors will have an induction meeting with the Town Clerk and will be provided with an information pack containing the documents as set out on the list below:

- The Good Councillors Guide
- Briefing for New Councillors
- Members List
- Meetings Timetable
- Code of Conduct
- Budget Information
- Standing Orders
- Financial Regulations
- Equal Opportunities Policy
- Data Protection Policy
- Health & Safety Policy
- Community Engagement Policy
- Minutes of the previous months Town Council Meeting

4.11 It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and NALC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

5. Evaluation

- 5.1 All training undertaken will be evaluated by the Council to gauge its relevance, content and appropriateness.
- 5.2 All training presentation papers will be retained and used for in-house training and information sharing.
- 5.3 All employees and members who undertake training are expected to complete a training evaluation form upon completion of the training to measure its effectiveness and relevance.
- 5.4 An annual summary of Member training will be undertaken.
- 5.5 An annual summary of employee training may be presented to the Council if requested.
- 5.6 In certain circumstances an employee may be required to provide a briefing note or discuss the training with other staff/members.

Adopted May 2020, last Review date May 2023, next review date May 2026