



Newhaven Town Council

TRAINING & DEVELOPMENT POLICY

1. Aims.

- 1.1 Newhaven Town Council (NTC) is committed to ensuring the highest standard of representation and services for the residents of Newhaven Town, and is aware that the skills and abilities of its staff are important in achieving this.
- 1.2 As the first tier of local government, NTC like other parish and town councils, is uniquely placed to make a major contribution to 'localism' and it is therefore essential that councillors also understand their role and responsibility in this. Staff and councillor engagement in learning, training and development is therefore essential to gaining experience, thus enabling us all to understand our role and contribute fully to the democratic process.
- 1.3 Additionally, given the ever-changing government and business environment in which the council operates, it fully appreciates that knowledge, skills, and abilities require regular review, update, and augmentation if the objectives within its continued Strategic Plan are to be achieved. This Policy will therefore be reviewed annually in parallel to other staff policies and procedures as well as the councils stated priorities and objectives.

2. Council's Commitment.

- 2.1 To develop staff and councillors to achieve the objectives of the Council.
- 2.2 To regularly review the needs of, and to plan training and development for staff and councillors.
- 2.3 To regularly review this policy in line with any changes of legislation and the National Improvement Strategy for Parish & Town Councils. <https://www.slcc.co.uk/site/wp-content/uploads/2019/09/National-Training-Strategy-March-2017.pdf>
- 2.4 To provide the necessary budget(s) and regularly evaluate investment in training for staff and councillors.

3. Training & Development Needs

Staff

- 3.1 All new members of staff will be provided with a suitable induction together all relevant documentation and access to all appropriate IT systems. Their contract of employment and Job Description will include details of the council's commitment to Training & Development.
- 3.2 Training & Development will be identified through individual staff appraisals, staff meetings and any informal discussions with the Clerk in the context of the councils ongoing objectives and legislative change.
- 3.3 Staff are encouraged to be proactive in identifying their own training and development needs where relevant to the council's objectives. These may be requested at any time by the individual.
- 3.4 Where necessary, all staff will be required to participate and complete mandatory training and development where linked to council objectives or legislative provision.
- 3.5 The current, or any future Clerk will be expected to hold the CiLCA (or equivalent) qualification or attain the same within 2 years of commencing employment.
- 3.6 Staff who attend any external training may be required to feedback information learnt (key points, applicability to the workplace, new processes, and procedures) to the Clerk and may also be required to informally present the same to their colleagues.

Councillors

- 3.7 All new councillors will receive an induction and receive an information pack containing the following documents. They will also be provided with access to the Councils E-mail and Document Cloud.
 - Council Business Plan
 - Code of Conduct for Town Councillors
 - Council Standing Orders and Financial Regulations
 - A schedule of Committee & Council meetings for the current year
 - Terms of Reference for the committees of the council
 - Councillor contact details.
 - Staff contact details.
- 3.8 Newly elected councillors are required to attend all appropriate training sessions to familiarise themselves with the general work of the council.
- 3.9 Training requirements for councillors will usually be identified by the Chairman and/or the Clerk and brought to the attention of the Personnel Committee.
- 3.10 Where ad-hoc relevant training, provided through the National Association of Local Councils (NALC) or the Surrey & Sussex Association of Local Councils (SSALC) becomes available (normally at a nominal cost <£40 per attendee), the Clerk will make this available to councillors and staff alike.

- 3.11 Those councillors currently in the position of committee Chair or aspiring to the same, are required to attend a 'Chairing Meetings' course.
- 3.12 Those councillors currently members or newly appointed to the councils Planning & Development Committee are required to have attended the relevant Planning training course.

4. Training & Development Resources.

- 4.1 An annual budget will be set for staff and councillor training will be recommended by the Personnel Committee as part of the council's normal budget setting process and will thereafter be monitored by the Personnel Committee.
- 4.2 Budgetary provision will also include annual subscriptions for the Councils membership (as an organisation) of appropriate external organisations as determined by Full Council within the same process. The council will provide and ensure professional annual membership for individual staff with the Society of Local Council Clerks (SLCC) where appropriate.

5. Financial Assistance.

- 5.1 For approved courses and training, council staff can expect the following support.
- Payment of course and any examination fees
 - Any associated membership cost to enable the above,
 - One payment to retake a failed examination, and
 - Appropriate travel expenses in line with the Newhaven Town Council Staff Handbook provisions.
- 5.2 Failure to sit an examination and/or complete any course in full may result in the council requesting the refund of financial assistance. Each case will be assessed on an individual basis.
- 5.3 The granting of any financial assistance (5.1 above) to support a member of staff in attaining any externally recognised qualification will be subject to that member of staff remaining in the employment of the Town Council for a period of two years from the date the qualification is obtained. Where the member of staff leaves within that two-year period, all costs will be reclaimed in full.

6. Study Leave.

- 6.1 Where approval is given to a member of staff to undertake an externally recognised qualification, they will be granted the following support,
- Study to attend day-release courses,
 - Time to attend and sit examinations and
 - Study time of one day per examination
- 6.2 The provision of Study Leave (6.1) must be with the prior agreement of the Clerk and/or

the Personnel Committee and subject to operational requirements.

7. Monitoring of the Policy.

- 7.1 The Personnel Committee will be responsible for the monitoring and evaluation of any training, also management of the budget under this policy, ultimately reporting to Full Council.
- 7.2 Staff and Councillors undertaking training or development courses/activities will be required to evaluate the effectiveness of the same where relevant.

Adopted by the Personnel Committee – May 17th 2021.