

EPWORTH TOWN COUNCIL TRAINING - STATEMENT OF INTENT

INTRODUCTION

Epworth Town Council is committed to provide an appropriate level of training for both its staff and members to enable them to undertake their respective roles for the betterment of not only the Council and the community it serves but also for everyone's personal development.

TRAINING / LEARNING

Training can be defined as *“a planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation”*.

Learning can be categorised into the following:

Intuitive – Learning which happens by chance and we may not be conscious of learning taking place.

Incidental – Learning by reflecting on events or activities

Retrospective – A systematic approach to reflecting on activities and identifying what we learned from them.

Proactive – Planning to learn from an activity, reflecting on it and planning to use what we learned.

It is anticipated that staff and members' learning will reflect many of the above methods.

TRAINING AIMS

The Council's training aims are the following:

1. To provide the necessary training to its staff to ensure that they are able to undertake their respective roles effectively.
2. To improve the understanding of its members of their role as a local councillor, the powers available to the Council and how best to utilise the resources available to the Council for the betterment of the residents it serves
3. To ensure an acceptable level of succession planning to:
 - (a) Ensure the Council can operate effectively following local elections and potential changes to the Council membership
 - (b) Ensure the Council can continue to operate during times where staff may be unavailable (e.g. holidays, sickness, staff turnover etc).

IDENTIFYING TRAINING NEED

All staff to be made aware of the following, as appropriate, prior to identifying need.

- Changes in legislation
- Changes in quality systems
- New and revised qualifications launched
- Accidents
- Professional error/mistake
- New equipment
- New processes/working methods
- Complaints to the Council

- A request from an employee

Employees

All employees to continue to undertake an annual development review with the Clerk to identify training needs. Other training may also be requested in addition to that agreed as part of the PDR (personal development) process, as necessary.

The Clerk's annual review to be conducted by 2 members of the Personnel Committee who have been appropriately trained.

Councillors

All Councillors are encouraged to complete a skills audit and/or engage in one to one discussion with the Clerk to identify their own individual training needs. (Every 4 years following elections, or as appropriate)

TRAINING PROVISION

Employees

All new employees to undertake appropriate Induction Training with the Town Clerk and any other person directly supervising their post, as appropriate.

All employees will be encouraged to:-

1. Attend formal training relevant to their individual posts and participate in any relevant e-learning available.
2. Regularly read any available sector specific publications.

Councillors

All Councillors will be provided with a New Members Induction Pack following Local Council Elections every 4 years, or when they are elected or re-elected.

New Councillors will be provided with induction training by the Clerk, either individually or as a group.

All Councillors will be expected to attend any in-house Councillor training provided for them.

All Councillors will be encouraged to undertake relevant localised training either by ERNLLCA/ NALC and other appropriate organisations.

FINANCIAL PROVISION

- The Council will allocate an annual training budget to cover the provision of training activities, attendance at conferences and training publications, with a defined budget for staff and for members.
- The Council will continue to pay annual fees to ERNLLCA and the Society of Local Council Clerks to enable staff and members to take full advantage of all available information and training within the sector.

EVALUATION

Details of staff training undertaken, and feedback received will be presented to the Personnel Committee to enable evaluation of the impact achieved as a result. The same process will be undertaken following councillor training.

Adopted June 2020

May 2019