



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton NR15 2XR
Chairman: Mr Kelly Lunness Clerk: Mrs B Buck
Tel: 01508 530524 Email: office@longstrattontowncouncil.gov.uk

Long Stratton Town Council

Training and Development Policy.

Statement of Intent

Long Stratton Town Council is committed to ongoing development of both Councillors and employees to enable them to make the most informative and effective contribution in carrying out the council's functions now and in the future. With budgeted expenditure identified for training and associated costs.

The definition of training as set out by the Chartered Institute of Personnel and Development (2007) is as follows:

'A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation'.

Training and development can be achieved through the following methods

- Networking lunches/ events
- Study days
- Short Courses
- AGMS/ Conferences
- Qualifications
- Literature

Benefits of training

- Improves the quality of functions and services carried out by the Town Council.
- Enables the Council to achieve its corporate aims and objectives.
- Improves employees, Councillors and visitors skills to allow them to carry out their role more efficiently.

Who is eligible for training and development?

All Councillors, employees and volunteers that are operating on behalf of the council are eligible for training. As a minimum, new Councillors are to attend new Councillor training at the beginning of their term of office and no later than 6 months of being elected/ co-opted.

Volunteer training must be agreed at an Ordinary Meeting and must be relevant to the council function they are assisting with.

The Town Council expects the Clerk of the Council to undertake a program of continuing professional development in accordance with the requirements of the professional bodies the council is affiliated with. The Clerk will be expected to obtain CILCA.

The Council at the beginning of term, will be expected to undertake whole Council training.



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How are training needs be identified?

- Appraisals
- Informal and formal discussions
- Through changes in legislation and best practice
- Council functions that may change or additional functions the Council undertakes
- Identification of a missing skill set pertinent to the role.

Training needs can be identified by Councillors and employees.

How will training be supported?

- Training agreements will be in place which details what is expected of the employee and how the town council will support the employee
- Cost of the training will be paid for by the town council subject to budgeted funds.
- Budgeted funds to be reviewed annually. Sufficient funds will be set aside for literature.
- Travelling expenses and subsistence will be paid by the town council in line with expenses policy.
- For industry qualifications study leave will be granted, to be agreed at an ordinary meeting.
- Training will be provided by industry accredited trainers/ experienced Clerks. Courses will be sourced by the Clerk and the Town Council.
- Training must be relevant to the services and functions of the Council.
- The Clerk will not require permission for training as long as there are budgeted funds to cover the cost.

Training review

Once the training has been delivered the recipient will provide a report to council to the effectiveness of the training and how it has benefited the recipient and the council. All training certificates are to be held by the Clerk for the Town Council records.

Leaving employment following training.

Any person who leaves their position will be liable to repay all training that costs in excess of £100 on the following scale.

Under a year	100% of all costs
1 to 2 years	75% of all costs
2 to 3 years	50% of all costs
3 to 4 years	25% of all costs