



Shaftesbury Town Council

Policy on Training

Shaftesbury Town Council recognises the value of learning and is committed to maintaining the standards expected from a Quality Council. In order to achieve and sustain the high standard of performance expected of the Council, it will identify and budget for training as appropriate for its Clerks, staff and Councillors.

The Council believes that it is equally important to train Clerks, staff and Councillors which enable the Council to carry out its functions and an appropriate, effective and professional manner. This allows the Council to provide a proper level of service to the residents of Shaftesbury.

1. Councillors, Clerks and staff will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of Shaftesbury Town Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them; and
- Training, which will include conferences, courses, briefings and seminars as appropriate.

2. Identification of training needs:

2.1 Staff training will be identified through the use of the Council's annual appraisal system. Training needs for staff will include:

- A Mayor/Chairman and Clerk committed to staff development
- Clear and measurable objectives for their performance at work
- An annual review of their performance, role and training needs
- A personal development plan which addresses their development needs
- Paid release from work commitments to undertake training
- Training and certification in accordance with all legal and statutory requirements according to their role
- Specific support will be given for the Clerk to obtain and maintain his/her status as a 'Qualified Clerk' according to the criteria required for Quality Parish Status

2.2 Training needs for Councillors will include:

- New Councillors (elected and co-opted) will be given an Induction Pack on joining the Council

- New Councillors will be encouraged to undertake New Councillors Training (usually provided by the Dorset Association of Parish and Town Councils)
- The Mayor, Deputy Mayor and Committee Chairman will be encouraged to attend Chairmanship Training (usually provided by the Dorset Association of Parish and Town Councils)
- Other specific training based on need and role

3. Other Training Considerations

3.1 Should the Council as a whole need training to meet a specific need, the Clerk will source the appropriate provision.

3.2 Should new legislation or equipment be introduced during the year, appropriate training will be sought.

3.3 Any other needs will be addressed through consultation and ascertaining which courses would be appropriate for them to attend.

3.4 Training requirements will be assessed annually as part of the Budget-Setting process and approved sums will be made available in each budgetary period to allow required training to take place.

Note:

As part of the renewal of Quality Parish Status, NALC has published a guidance note to help in the preparation of this statement. The note can be found on the NALC website at http://www.nalc.gov.uk/Toolkits/Quality_Status.aspx (refer to 'Training guidance')

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