

WEM TOWN COUNCIL TRAINING – STATEMENT OF INTENT

Adopted 14/12/17 reviewed 24.6.21

1 COMMITMENT TO TRAINING

The Town Council is committed to providing the necessary training and development opportunities to ensure that the Council can fulfil its duties and responsibilities. Its aim is to provide the appropriate skills to deliver a high level of service to its residents along with management skills to manage and plan those services.

2 TRAINING NEEDS

The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.

Training will include:

- Formal face to face training courses
- Virtual live training courses as well as pre recorded training sessions
- Briefing sessions and webinars
- Conferences such as SALC, SLCC regional and national
- Webinars
- Written training papers e.g induction documents

Staff Training

Staff training needs will mainly be identified through the annual appraisal system. However the following will also be taken into account when identifying training needs of staff

- Changes in legislation and other circumstances e.g GDPR changes.
- New working methods or equipment
- Health and safety reasons
- Comments made to the Council by residents
- Staff development

3 MANDATORY TRAINING

All new councillors must in their first year in office undertake training courses in the following subject areas

- New Councillor Training (induction)
- Finance
- Planning
- Code of Conduct

All re-elected councillors will be expected to attend a course on each of the 4 subjects above during the course of their electoral term.

Chairman

It is recommended that in order to be eligible for the position of committee Chairman or Mayor it will be expected that councilors have undergone or commit to undertaking the appropriate training in Chairmanship prior to being elected or soon after election subject to the availability of the appropriate training course.

4 RESOURCING TRAINING

Training will be resourced by making sufficient funds available in the budget to ensure that staff and Members are suitably qualified to carry out its functions and duties. There will also be sufficient funds set aside for appropriate technical and membership of organizations who offer training..

The Clerk will inform Members of appropriate training/briefing sessions being held that may be of interest.

5 MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS

All Members and Officers who attend training are expected to report back to the Council Meetings either verbally or by distributing relevant material or both. The report should include an assessment of the relevance and effectiveness for future reference.

The impact of training will be measured through the council's service delivery.

Well trained staff and Members will see the benefits through its successes such as:

- Well chaired council meetings
- Professional and pertinent responses to planning applications
- Well documented policies and reports
- Well managed projects
- Well managed finances
- Well informed staff and Members
- The professional conduct of staff and Members

To be reviewed when the need arises.