



Training and Development Policy

Ilfracombe Town Council

Introduction

Ilfracombe Town Council is committed to providing employees and members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

In some instances formal qualifications and accreditations will be required for a member of staff to complete a particular duty (these will be identified via the job description and role/person specification). However the scope of this policy encourages training and development to be undertaken via varied means, e.g. shared learning events, job shadowing, attendance of briefings and conferences.

Identifying training needs

Employees

- Induction training will be provided for new members of staff. Job descriptions will include details of the Council's commitment to training.
- The Current or any new Town Clerk will need to hold the CiLCA accreditation (or equivalent). The Town Clerk will be a member of the Institute of Local Council Management (ILCM) and/or the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- The Council's 'Staff Review' process will be undertaken every six months and will be carried out by all managers who have staff directly reporting to them. This process will identify relevant staff training requirements.
- Other training and development items may be raised via Staffing Committee meetings and informal discussions in the light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- A member's folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- Training requirements for members will usually be identified by the Mayor and Town Clerk and opportunities to attend courses will be investigated by the Town Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the 'Basic Councillor Training'.

- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.
- The Town Council encourages all members to attend the events/AGM and training facilities as offered via organisations such as DALC.

Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils.
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.

Training and Development Authorisation

Once identified, all training and development opportunities must be agreed by the Staffing Committee.

The Committee will hold delegated authorisation to agree these items up to a value of £300 per individual. (Excluding travel expenses)

Any training requirement cost over £300 must be agreed by Full Council prior to the Course or event being booked.

Training Resources

Iffracombe Town Council will set an annual budget for both employee and Members training. Iffracombe Town Council will ensure that membership fees for DALC, ILCM and SLCC are included annually in the budget.

All employees or members attending training may claim travel expenses in accordance with the ITC Expenses policy.

The staffing Committee will review the training budget on an annual basis in good time to include in the new financial year budget considerations.

Publication

Iffracombe Town Council will publish this document via its website and will include a record of all training and development undertaken in the last year.

Policy reviewed: 14/2/22

Adopted: 09/09/2019

Next review: 14/2/24