Training and Development Policy

APPROVAL DATE: 12-May-25
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NUMBER: 9-2025/26(3)

1.   INTRODUCTION:

1.1. Sandown Town Council believes in supporting and investing in councillor and staff training and development; enabling them to replenish their knowledge and learn new skills, to realise their full potential, which benefits the community they serve.

2.   SCOPE

2.1. This policy applies to

   2.1.1.   The councils 12 elected (or co-opted) councillors

   2.1.2.   The Clerk/RFO, Deputy Clerk, Caretaker and Litter Picker.

   2.1.3.   Any other permanent, full-time or part-time, employees of the council.

2.2. Employees with temporary/short-term contracts might attend trainings at the clerks discretion.

2.3. This policy doesn't cover contractors or consultants.

3.   INDUCTION

1.1. Staff

   All new members of staff joining the Council will receive an induction consisting of:

   3.1.1.   A walk around the ward and councils provisions.

   3.1.2.   Council Induction pack and briefing session including but not limited to:

- Standing Orders
- Financial Regulations
- Members Code of Conduct
- All policies of the Council
- Budget information
- Map of the wards.
- Other information deemed relevant.

   3.1.3.   Training in the skills and knowledge for the job

      3.1.4. An annual performance review which will include consideration of additional   training for personal development and additional skills to support the council's objectives.

   3.1.5.   A copy of the council's provisions management document

1.2. Councillors

   All new Councillors, within their first six months on joining the Council, will receive an induction consisting of;

   3.1.6.   A walk around the ward and councils provisions with the Clerk and Mayor

3.1.7.   A Councillor Welcome Pack containing copies of key documents and policies such as:

- Standing Orders
- Financial Regulations
- Members Code of Conduct
- All policies of the Council
- Budget information
- Map of the wards.
- Other information deemed relevant.

3.1.8.   On becoming a member of any Committee - appropriate briefing on the Terms of Reference, and detailed knowledge required to be an effective member of the committee.

3.1.9.   Council will ensure sufficient budget allocation to support this policy.

4.   GENERAL ACTIVITIES

4.1.   The Clerk will alert members of staff and Councillors when new training opportunities are available.

4.2.   Training needs identified will take into consideration the overall objectives of the Council as well as the needs of the individual. This will be monitored by the relevant parties during staff appraisals, formal and informal conversations and any other methods as appropriate.

4.3.   The council will budget for training and development of councillors and staff.

4.4.   The Council will encourage training and pay expenses arising from approved training.

4.5.   There will be a library of relevant publications offering information on all aspects of local government in the town councils offices.

4.6.   The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.

4.7.   The Council is committed to the Clerk being a member of the Society of Local Council Clerks

4.8.   The Parish Council is committed to being members of the Hampshire Association of Local Councils and recognises the training opportunities it offers.

4.9.   Requests for training and development should be made via the clerk (or deputy clerk)

4.10.   Additional training needs will also be reviewed if:

- The council obtains new equipment.
- The council delivers new services.
- There are changes to legislation effecting the council.
- New, relevant qualifications are offered.

4.11. Additional training will also be considered following an accident, complaint, mistake, or similar instance.

5.   TRAINING FOR COUNCILLORS

5.1.   The Council will ensure that all new Councillors receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.

5.2.   Attendance of induction session explaining the role of a Councillor.

5.3.   Access to relevant courses

5.4.   Circulation of documentation such as briefings and newsletters/magazines.

6.   TRAINING FOR THE CLERK AND OR OTHER ADMINISTRATIVE STAFF

6.1.   Induction session explaining the relevant role and other staff members.

6.2.   The opportunity to gain the Certificate in Local Council Administration (CILCA) within 24 months of appointment to maintain Local Council Award Scheme recognition.

6.3.   Subscription to relevant publications and advice services.

6.4.   Provision of Local Council Administration by Charles Arnold Baker, the SLCC Clerks Manual other relevant publications.

6.5.   Regular training including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Fire Safety Awareness
- Risk Management
- Risk Assessment
- VAT for Local Council's (Clerk/RFO and deputy)

6.6.   The annual appraisal will be used to help identify any additional training relevant to the discharge of duties.

7.   TRAINING FOR THE CARETAKER

7.1.   Induction session explaining the role.

7.2.   A tour of the relevant site(s) from the Clerk.

7.3.   Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- Control of Substances Hazardous to Health
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Fire Safety Awareness
- Manual Handling

7.4. Other training as highlighted during appraisals.

8.   TRAINING FOR THE LITTER PICKER.

8.1. Induction session explaining the role.

8.2. A tour of the relevant site(s) from the Clerk.

8.3. Regular training in including but not limited to:

- Equality and Diversity
- Health and Safety at Work
- Workplace Hazards
- The Reporting of Injuries, Diseases and Dangerous Occurrences
- Lone Working
- Manual Handling

8.4. Other training as highlighted during appraisals.