



## Halstead Town Council

### Training and development policy

Halstead Town Council believes that training and retraining are essential to the wellbeing of the council, in its pursuit of the ability to offer excellence in its service to the community, and always to strive to improve what it offers. Training can rekindle the enthusiasm of a member of staff or a councillor for the tasks they perform.

Halstead Town Council links its training and development policy to its performance management scheme. Training objectives for staff are mutually agreed at annual appraisals. All appraisals (except for the clerk whose performance is managed by the Staff Review Group) are carried out by the clerk and this allows an opportunity to identify training needs. Councillors are encouraged by the clerk to attend training courses relevant to their role.

**Such training needs** may have arisen from one of the following:

- A change in legislation
- New national qualification made available
- changes in systems (eg finance package)
- new machinery
- new duties taken on by a member of staff
- a request from a member of staff
- a need to refresh a member of staff who has been in post for a long time
- in the case of councillors, being newly elected – all new councillors are given an induction by the clerk and offered a training course at EALC and given the handbook *The good councillor's guide*
- The clerk is encouraged to take the CILCA qualification if not already qualified on appointment

**Provision** of training can be:

- a free webinar offered by a professional organisation eg a SAGE/ACAS update
- a training course at EALC, which may be a for half a day or longer – these may be for staff or councillors depending on the topic
- a specific training for particular duties – eg the handling of machinery for groundsmen
- a speaker or trainer to present to the whole council or a number of staff eg First Aid training
- circulation of publications such as *The Clerk (SLCC)*, *Clerks and Councils Direct*

## **Training awareness**

Staff and councillors are circulated with details of all training provided by EALC and SLCC, RCCE and NALC, and Braintree District Council

## **Planning and funding training**

At the time of planning the budget for the following year, a sum is set aside to cover training needs. This will be discussed in detail at the budget seminar in December each year, and the needs of all those employed and councillors, Chairman and vicechair are considered. A record of training undertaken is kept on personal files, and those participating are encouraged to give feedback on their experience.

September 2018

Review September 2019