

# Training Policy/Statement of Intent

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## **Commitment to Training**

Quedgeley Town Council aims to ensure that:

- Councillors fully understand their roles, duties and responsibilities and are therefore able to conduct the business of the Council as effectively and as efficiently as possible.
- Council employees are equipped with the necessary skills and knowledge to enable them to fulfil their duties; gain job enrichment, job satisfaction and the potential for career progression; and maintain effective and flexible working practises.

Quedgeley Town Council seeks to achieve this aim by indentifying the training needs of Councillors and Staff, finding the means of satisfying those needs and then allowing the necessary time and other resources for such training programmes. These reflect the framework set out in A National Training Strategy for Parish and Town Councils.

***It is important to note that Quedgeley Town Council acknowledge the need for training to be of a continuous nature and as such actively encourages both Council Members and employees to 'request' training they too believe to be appropriate in addition to waiting to be advertised.***

## **Scope and Types of Training**

### ➤ **Councillors:**

The 'advisory' assistance offered by the Town Clerk in essence starts for individual members as soon as they are elected. From the level of a new Councillor's previous experience, he/she and the Town Clerk can soon identify the need and scope for initial training. All new Councillors are actively encouraged to attend the GAPTC course **How to be a Good Councillor**, in-house training and inductions are also arranged as necessary. All Councillors receive a Councillor Pack, which includes Standing Orders, Financial Regulations, Staffing Structure, Year Planner, Good Councillor Guide and Councillor contact details. Documents that may be subject to an annual review, such as Standing Orders will be reissued to all Councillors upon amendments and all Councillors will be responsible for keeping their folders up to date.

The Town Clerk is required to keep abreast of all changes in legislation, policies and practices affecting the Council and to advise Council accordingly. By continually monitoring available courses, run for example by GAPTC, City Council, SLCC, NALC etc, the Parish Clerk is able to make recommendations; thereby ensuring Councillors remain competent and deal with the Town Council's affairs efficiently and effectively.

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- If a Councillor changes his/her role, for example by becoming a 'Chairman' of a committee for the first time, that Councillor is encouraged to attend an appropriate course, such as GAPTC's Chairmanship to assist in this transition.

### **The Appraisal System**

The Council operates an appraisal system for all staff as outlined in their Contract of Employment. The formal appraisal interview is conducted by the Parish Clerk and later signed off by the Staffing Committee. The aim of the appraisal is to assess the past performance of the individual, the extent to which the individual has achieved his/her objectives and the scope for personal development. The individual also provides his/her own assessment of these areas. The interview is then used to set objectives for the ensuing year, amend priorities if necessary and identify further training which will progress the employee's personal development and thereby maintain flexible, efficient and effective working practices. The formal appraisal interview for the Town Clerk is conducted by 3 members of the Staffing Committee.

During the year, the Town Clerk (line manager) will hold regular informal briefing sessions with individuals, discussing progress regarding their given objectives, performance levels and training. At these points, training needs can be reassessed and updated in the light of changes which may have occurred since the last appraisal.

### **Resourcing Training Needs**

Once training needs have been identified, the best ways of meeting those needs are then assessed. This can take the form of 'in house coaching', 'training courses' (internal/external) and seminars. For example, the Clerk regularly refers to the schedule of courses offered by GAPTC to test which ones might meet the needs of Councillors and staff. The time commitments are estimated and the financial costs are calculated. The training needs of individuals are consolidated into a programme with timescales. In the case of staff, training is programmed so that individuals can undertake training within working time without undue detriment to council services. For Councillors, the Town Clerk monitors the timing and length of courses and seminars to ensure that the time commitment recognises other calls (eg, council business and work patterns) on a Councillor's time.

**Every year a training budget is considered/approved by the relevant committee.**

### **Measuring Impact of Training**

When a Councillor/employee has attended a course, the Town Clerk seeks feedback on the content, standard, benefits and relevance of that course.

The Clerk then monitors the conduct of council business to test whether the benefit expected from such training is being delivered. Likewise employees are asked to comment as to the extent to which their expectations were met.

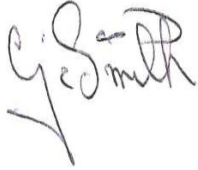
A Personal Folder is maintained, showing evidence of all training attended by both Councillors and staff members.

At informal and formal appraisal interviews the Town Clerk (line manager) and team members assess the extent to which long term training and short courses have supported personal development plans and expected improvements in performance.

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**Jacqueline Webster – Town Clerk & RFO**

Adopted by Full Council on Monday 16<sup>th</sup> July 2018

A handwritten signature in black ink, appearing to read 'G. Smith'.

Signed:  
Graham Smith – Chair

Minute Ref: FC54/18-19