

TRAINING POLICY

Commitment to training

Tetbury 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 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 practices.

Tetbury Town Council seeks to achieve this aim by identifying 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.

It is important to note that Tetbury Town Council acknowledges the need for training to be of a continuous nature and as such actively encourages both Council Members and employees to 'request' training they believe to be appropriate.

Scope and types of training

- **Councillors:**

The 'advisory' assistance offered by the 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 (with a degree of expectation as written in the Standing Orders) to attend the GAPTC courses ***How to be a Good Councillor*** and ***Nuts and Bolts for Clerks and Councillors***. They also receive copies of ***The good Councillor's guide*** and are asked to attend a Presentation given by the Clerk at which time they receive a Councillor Pack which includes Standing Orders, Financial Regulations, Remit of Committees etc.

The Town Clerk reports on changes in legislation, policies and practices affecting Councillors throughout the year via the Finance and Scrutiny Committee and continually

promotes appropriate courses in order to keep themselves up-to-date and therefore conduct Council affairs effectively.

Equally if a Councillor changes his/her role, for example, by becoming a chair 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.

- **Employees:**

The Council employs a Town Clerk/RFO, a Deputy Clerk, a Community and Tourism Development Manager, three staff in the Tourist Information Centre, and three grounds maintenance staff. There are skills and knowledge specific to each team as well as core skills and these need to be the subject of initial and/or update training. Staff are encouraged to maintain and improve their skills and to keep up-to-date with new developments so that they can progress their careers and ensure effective and flexible working practices in all areas of their work.

Training opportunities are available to all Council employees and an opportunity is given at all appraisals to highlight and acknowledge training needs.

The Appraisal System

The Council operates an appraisal system for all staff as outlined in their Contract of Employment. . Part of the Appraisal includes the identification of training needs to ensure that every employee is able to perform his/her duties to the best of their ability.

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 (e.g. Council business, work patterns) on a Councillor's time.

Every year a training provision sum is calculated and forms part of the budget figure.

Measuring impact of training

When a Councillor 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 benefits expected from Councillors' training are being delivered. Likewise employees are asked to comment as to the extent to which their expectations have been met.

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.

'Tetbury Town Council firmly believes that the key to a successful Council is continuous relevant training!'

Reviewed by the Finance and Scrutiny Committee – 12 February 2018