



# Whiteley Town Council

## Training Strategy

**Adopted 4<sup>th</sup> October 2010**

**Amended February 2015 to take account of council name change**

Whiteley Town Council encourages all council members and staff to have access to the appropriate training needed and to equip them with the appropriate skills and experience to meet both present and future needs in order to raise the standards of professional practice and to play a leading role in raising the status of local government. It also promotes and sustains learning and development through the continuing professional development (CPD) of its members and staff, requiring evidence of member involvement in ongoing professional development activities.

### **1.0 Training Needs**

1.1 Training needs are determined by:

- Changes in legislation
- Changes in quality systems
- New, or revised qualifications launched
- Professional error/mistake
- Accidents
- New equipment
- New processes/working methods
- Complaints to the Council
- A request from a Councillor or member of staff

1.2 Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through annual staff appraisals.

1.3 The Town Council will consider giving support for appropriate further education and professional qualifications including granting staff study leave for revision and examination days.

## **2.0 Specific training requirements**

2.1 New members should attend an induction course for new councillors within the first six months of taking office.

2.2 All members should attend a refresher course at the beginning of a new term of office (every four years), to ensure the latest procedures, good practice and legislation are understood. The contents of the course will be agreed by members and clerk.

2.3 Members seeking nomination to the Planning Committee should undertake a formal training session at least every four years.

2.4 Members are encouraged to undertake a training session in a specialism relevant to the needs of the Council and the member's responsibilities, at least once a year.

## **3.0 Training Resources**

3.1 The Town Council's policy is to pay for membership of professional bodies which include the National Association of Local Councils (NALC), the Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC) and the Institute of Local Council Management (ILCM), and other bodies who all provide local council related training sessions and literature, as approved by the Town Council. Other resources include books, journals and other publications, the website and internet.

3.2 The Town Council holds a training budget which is reviewed annually.

#### **4.0 Qualifications**

4.1 The present Clerk holds the CiLCA. Any future untrained Clerk will be expected to undergo training as follows:

- SLCC Working with your Council (distance learning)
- CiLCA
- Cert HE Local Policy

Or:

- Cert HE Local Policy

4.2 The present Clerk is a member of SLCC and the ILCM. Any future Clerk will be encouraged to also seek membership of these organisations which provide opportunities for continued professional development .

#### **5.0 Measuring the Impact of the Training Attended**

5.1 All members and staff attending conferences, seminars and training sessions are required to give a report of the event (personal evaluation) which is presented at the next Town Council meeting and discussed if necessary.

5.2 The Town Council recognises that CPD is not just about attending such events. Rather CPD should be regarded as an activity which has the potential to develop practice through critical reflection. As such members and staff will be expected to maintain a clear evidence record and evaluate all training events attended annually. A CPD Development Record form for this is provided.