



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk
clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

Training and Development Policy Adopted on 29 April 2021

1. Introduction

The Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation, as well as being able to deliver the Council's corporate aims and objectives each year by having the appropriate skills required.

To support this commitment, funds are allocated by the Council to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office, prioritised to meet the needs of the Council in terms of service delivery and organisational planning and development.

2. Training Needs

Employees

The Personnel Committee of the Council will have overall responsibility for monitoring the training of staff and managing the training budget.

Training and development needs will be identified periodically and via the annual appraisal process.

Training and development is the responsibility of each member of staff and all employees are encouraged to be proactive in identifying their needs.

Induction training will be provided to all new members of staff.

Once training needs have been identified for employees, a training schedule will be prepared and submitted to the Staffing Committee for approval to ensure the training is relevant and fit for purpose.

Councillors

Induction training will be provided to all new Members of the Council.

Training requirements for councillors will be identified periodically and training will be available to all members.

Opportunities for councillors to attend courses/conferences will also be available and it is the responsibility of each member to be proactive in identifying their needs.

Members will also be provided with in-house training.

3. Resourcing Training

A budget will be provided for training and development on an annual basis and all training will be prioritised to ensure that it meets organisational requirements.

Any member of staff may apply to take qualification training – any sponsorship by the council will depend on corporate and service priorities and each application will be considered on this basis.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake the 'Working With Your Council' course.

In addition, the Proper Officer will be required to hold the CiLCA (Certificate in Local Council Administration) qualification and any administrative officers will also be encouraged to pursue the ILCA (Introduction to Local Council Administration).

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Association of Local Councils (ALC) to enable staff and councillors to take advantage of their excellent training courses and conferences.

When training is approved, the Council will pay and/or assist with expenses incurred covering items like tuition and examination fees, and allocate all hours of study within the employees paid service time.

Travelling costs will be paid.

Where training is sponsored by the Council to enable an employee to acquire a recognised qualification, it is a condition precedent to the granting of such support that the employee will be required to undertake to remain the service of the Council for a period of one year from the date on which the qualification is obtained. If the employee leaves within the one year period, all costs will be reclaimed proportionally.

The Proper Officer will be expected to attend all relevant training events whenever possible and other members of staff and councillors will be expected to attend training events which are relevant to their office.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training and conferences whenever possible. In-house training during an evening will be undertaken wherever possible, to enable all councillors to attend.

New councillors will have an induction meeting with the Proper Officer and will be provided with an information pack containing the following documents:

INFORMATION PACK FOR NEW COUNCILLORS

1. The Good Councillors Guide - NALC
2. The Good Councillor's Guide to Finance and Transparency - NALC
3. Being a Good Employer - NALC
4. Members List
5. Meetings Timetable
6. The Council's Code of Conduct
7. Budget
8. Standing Orders
9. Financial Regulations
10. Parish Council Powers
11. Data Protection Policy
12. Equality Policy
13. Safeguarding Policy

14. Training and Development Policy

15. Expenses Policy

4. **Evaluation**

All training presentation papers will be retained and used for in-house training and information sharing.

All employees and members who undertake training are encouraged to provide feedback upon completion of the training to measure its effectiveness and relevance.

An annual summary of member training will be undertaken.

An annual summary of employee training will be undertaken.

In certain circumstances an employee may be required to provide a briefing note or discuss the training with other staff/members.