



NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Training & Development Policy

Introduction

The Council as a whole is committed to ensuring its councillors and staff receive training to a high standard and to keep up to date with all new sector legislation and potential developments, it recognises that well trained staff can promote good practice within the Council. Correct training will ensure that the council can fulfil their duties and responsibilities to its parish professionally.

Councillor Training

All newly elected / co-opted councillors are provided and introductory file containing information on what services the council runs and information on being a councillor.

All newly elected / co-opted will be offered an internal induction by the Clerk / Chairman of the Council

All councillors are offered councillor training upon election/ co-option to include matter relating to audit & financial management

All councillors are encouraged to undertake training on planning (PAS) with the Local Planning Authority, SLCC or an appropriate organisation

All councillors are encouraged to attend on-going development training with an appropriate organisation and are informed of these regularly.

The Council will maintain a library of the latest publications of books offering knowledge on all aspects of local government in addition to circulation of documentation such as briefs/ newsletters/ magazines.

Staff/ Officer Training

All new staff will be given an internal induction prior to their role commencing

All staff will receive a contract and job description which will include details of the Councils commitment to training.

The Council will maintain a library of the latest publications of books offering knowledge on all aspects of local government.

The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration.

The Council will meet annual subscriptions to the Society of Local Council Clerks (SLCC) to ensure the council are informed of training courses and conferences.

Resourcing Training

The Council will consider and allocate funds annually to a training budget for councillors and staff each year as part of the budgeting process.

Training Needs Identification

The Council holds a database of all training undertaken for councillors and staff, in order for the council to evaluate development needs are met and sufficient resources are provided.

Councils are required to identify their training requirements themselves and will be encouraged by the Chairman and Clerk.

All staff will receive an annual appraisal which will identify and assess any personal development and training requirements/ requests within it their personal development plan.

Review of Training

Training will be reviewed in the event of changes to sector legislation or similar that is relevant to the Council.

Complaints received or Incidents that highlight training requirements

Training will be evaluated by the Council on its relevance, appropriateness to the Council and content.