

# Witham Town Council: Training Policy

## Policy Overview

Witham Town Council (WTC) is committed to providing appropriate training opportunities for its employees and members, to enable them to undertake their duties more effectively.

Training is a planned process to develop the abilities of an individual, to satisfy the current and future needs of the organisation.

To achieve this, WTC is committed to:-

**Identifying training needs**, in the light of the overall objectives of the organisation and the requirements of the individual by:-

- Providing a New Councillor Pack to all new councillors, including an outline and workings of the Council and Councillor Roles and Responsibilities
- Providing the 'Clerk's Guide' for a new clerk.
- Circulating details of training courses which are available primarily from the Essex Association of Local Council (EALC) to all Councillors and Clerks
- Responding favourably to requests for training from members and employees
- Identifying needs from appraisals, feedback, formal and informal discussions. It is the responsibility of both members and employees to identify both their own training needs, and to make suggestions for the training needs of others.
- Options for training include
  - Subject related training, e.g. planning, law, budgets
  - Personal Qualities e.g. time organisation, managing staff, giving presentations, chairmanship
  - Technical, e.g. web design and maintenance, new software
  - Health and Safety and Risk Management
  - Other, as identified

- Training can take the form of courses, workshops, presentations, one to one training or the provision of training materials eg books and software.

**Planning, organising and funding training** to meet those needs by

- Allocating an annual Training Budget
- Investigating and suggesting appropriate training to meet identified needs. It is likely that training would be sourced outside the Council.
- Undertaking the administration for training, ie booking, providing information, paying expenses.

**Evaluating the effectiveness** of the training by

- Seeking feedback from the attendee on the impact the training has had, either in improved understanding or output, resulting in better service provision and whether they would recommend the training as worthwhile.
- Reviewing annually what training has been undertaken, the cost and the impact and identify improvements for the following year.

## Training the Council

If the whole Council requires training on a particular subject, the clerk will source the appropriate qualified person to attend.

## Keeping the Council Up-to-Date

The Council subscribes to the following publications which are available to staff and members for reference. Local Council Review which is published by National Association of Local Councils (NALC), Fieldwork and Clerks and Councils Direct. The Council is a member of the EALC and the Rural Community Council

of Essex (RCCE). The Society of Local Council Clerks (SLCC) website is used for additional information. Websites are continually used for up-to-date information.

### **Support for the Council**

WTC is supported by the EALC. WTC will continue to support the Clerk as a member of the SLCC.

This document has been produced as a training strategy for WTC and will be reviewed annually by the Policy and Resources Committee.

**Adopted:** 09.12.2020 via delegated powers under the “Covid-19 Emergency Governance Provisions”

**Next review date:** December 2021.