



**Royston Town Council**  
**Training and Development Policy for Staff and Councillors**

**Adopted by Full Council 30<sup>th</sup> April 2018 – minute number 423/18**  
**Reviewed and adopted by Full Council 29<sup>th</sup> March 2021 – minute number 193/21**  
**Review date – September 2024**

**1. The Town Council's Commitment to Training and Development**

Royston Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets

**2. Identifying training needs**

**Employees**

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk to be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

## Members

- A members folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- Training requirements for members may be identified by the Chairman, Clerk, or the members themselves and opportunities to attend courses will be investigated by the Clerk who will make all training bookings
- Members are not permitted to book their own training. The Clerk will ensure that any requested training is relevant and there is adequate budget.
- Newly elected members are encouraged to attend the HAPTC 'Basic Councillor Training'
- Members of the Planning Committee are encouraged to attend planning training
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training will be provided on an ad-hoc basis

## Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

### **3. Training Resources/Providers**

Annual budgets will be set for employee training and Members training.

All employees or members attending training may claim travel expenses.

The Town Council will ensure that membership fees for HAPTC (including NALC) and SLCC are included annually in the budget.

#### Training Providers for both employees and members

- Society of Local Council Clerks
- Hertfordshire Association of Parish and Town Councils
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities
- In-house
- Seminars and webinars

### **4. Review**

This training and development policy is to be reviewed by the Town Clerk and the Human Resources committee and presented to the Council for its approval.