

WINDERMERE & BOWNESS TOWN COUNCIL

TRAINING POLICY

Adopted by Full Council July 2018. Review Full Council 14th September 22

Introduction

Windermere & Bowness Town Council is committed to ensure that its Clerk, employees and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities.

Policy Statement

Training needs for the Clerk and employees are identified as part of the annual performance appraisal. Councillors are responsible for identifying their own training needs, which will change over time, depending on their role and/or representation of the Council at external meetings.

Training and Development Activity

New Councillors:

Each new Councillor is issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct and the Good Councillor guide. They are also provided with the dates of New Councillor courses run by the Cumbria Association of Local Councils (CALC) and encouraged to attend.

Each new councillor can request a mentor - an experienced councillor who will help them to understand how the Council operates and to identify any training or development needs.

New Councillors are not expected to participate in any of the internal working groups or represent the Council on external bodies during their first year of membership. This is not a hard and fast rule and, if new councillors with relevant experience, wish to take a more active role during their first year of office, this is acceptable.

Serving Councillors:

Serving and more experienced Councillors receive regular email updates and newsletters via the Clerk, aimed at ensuring they are aware of key developments locally and nationally. They are encouraged to attend relevant training courses and the CALC list of training courses is circulated to enable individual councillors to plan any training they wish to attend. The Clerk will, where necessary, arrange group training for the Council. The Mayor and Deputy Mayor are encouraged to attend the CALC new Chairman's course whenever necessary.

If Councillors identify other external training courses that are specific to their duties, they are welcome to make a proposal to the Mayor to attend.

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The Clerk & Responsible Finance Officer (RFO):

The Clerk is provided with a contract of employment setting out clear objectives and expectations. The Clerk is encouraged to attend all relevant CALC clerks' training courses including the new clerks' course on appointment. The Clerk receives an employment and salary review annually from the Council, where any further training needs may be identified. The Clerk is expected to achieve at least 10 Continuing Professional Development (CPD) points per annum.

If not already qualified, the Clerk is supported and encouraged to gain the Certificate in Local Council Administration (CiLCA). The Clerk is supported to attend relevant local meetings such as Clerks forums and briefings. The Town Council pay subscriptions to relevant publications, advice services and professional bodies who provide additional support and development opportunities.

The Town Council maintains a small library of up-to-date publications to assist both Clerk and Councillors in research and development.

Other Employees/Contractors (Facilities Officer, Finance Officer, Town Steward)

The Clerk will provide an annual appraisal for the Facilities Officer and Finance Officer, during which any new development or training needs will be identified. The Council will support and resource any necessary training and employees are encouraged to participate in development opportunities.

Resourcing Training :

During the annual budget process, a training and expenses budget is set aside for Councillors and Staff and evaluated for its adequacy.

Evaluation and review of training

The Clerk will maintain an updated training record for all Councillors and employees. Following attending any training the person who attended will report back to the Clerk & Mayor on the relevance and effectiveness of the training supplied