



## Horsforth Town Council

### Statement of Intent on Training and Development for Staff and Elected Members

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

Horsforth Town Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Town Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Town Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the Town Council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the Town Council's aims and objectives.

The Town Council will commit itself to and adopt the following;

- To develop employees and elected members to achieve the objectives of the Town Council
- To review regularly the needs of, and to plan training and development for employees and elected members
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

#### **2. Identification of Training Needs**

##### Employees

- Induction training and an induction pack for new employees will be developed
- Current or any new clerk to obtain WWYC and CiLCA or equivalent
- Current or any new assistant clerk to obtain WWYC and CiLCA
- Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the Town Council and the contribution of the individual employee
- Line managers will assess specific service based training needs as a result of new legislation, IT skills, DTP and any other skills/knowledge requirements for staff to achieve the Town Council objectives

- Staff are to be provided the opportunity to complete Continuous Personal Development
- Additional training may be requested via line managers at any time

#### Elected Members

- Induction training and a members handbook setting out the Town Councils policies and procedures will be provided for all new elected members
- A training questionnaire will be completed on an annual basis
- All future newly elected Chairs of Council are encouraged to attend YLCA's course "In the Chair" as soon as possible after election
- Councillors interested in understanding Chairmanship are to be provided the opportunity to attend YLCA's course "In the Chair"
- Newly elected Councillors are encouraged to attend YLCA's "what Councillors Need to Know" within one year of taking up office
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office
- Specialist-in-house training will be provided on an ad-hock basis

### **3. Prioritisation of Training and Development**

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery
- Specialist needs of specific employees or elected members for their individual roles
- Improvement of existing skills
- Personal development

### **4. Training Resources/Providers**

A budget is set annually for employee and elected members training.

#### Training Providers for both Employees and Elected Members

- Society of Local Council Clerks
- Yorkshire Local Council Association
- National Association of Local Councils
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for LA's
- Leeds City Council
- In-house

### **5. Evaluation of Training**

- All employees and elected members who undertake training will be requested to complete a training evaluation form upon completion of training to measure its relevance and effectiveness
- A yearly summary of employee and elected members training will be presented to the Town Council.

**6. Review of this Statement of Intent**

This personnel committee is to review this statement on an annual basis and present it to the Council in May of each year for its approval.

Reviewed: 7<sup>th</sup> July 2023

Review date: May 2023