



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

1. Statement of Intent

Horsforth Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funding is allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their role.

Training is required to provide the appropriate skills to deliver high quality services and develop effective management techniques to plan and deliver those services.

The Council wishes to encourage staff training and development within its resources and therefore training opportunities will be determined and prioritised by need to meet service requirements, delivery and corporate policies.

2. Identifying Training Needs

The Responsible Finance Officer will be responsible for assessing and meeting the training needs of staff and monitoring the budget.

3. Employees

- Training and development are your responsibility and therefore all employees are encouraged to be proactive in identifying their training and development needs.
- Induction training and an Induction Pack are provided for all new employees.
- The Clerk will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and arranging appropriate training whenever necessary.
- Additional training may be requested at any time.
- The Clerk must obtain the Cilca qualification.
- The Administration Assistant must obtain the Ilca qualification.

4. Councillors

- Induction training is provided for all new Members and is **compulsory**.
- Individual training requirements are discussed with Members and training plans developed.
- Members are given specialist in-house training on an ad hoc basis.
- Confidentiality and Chairmanship Skills training is **Compulsory**.
- Councillors will be trained on all council policies during their term of office.

5. Volunteers

Specialist in-house training is given on an ad hoc basis.

6. Prioritising Training and Development

Any training will be prioritised as follows:

- Corporate/Service delivery
- Specialist needs
- Improve existing skills
- Personal development

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Yorkshire Association of Local Councils (YLCA) to enable staff and Councillors to take advantage of their training courses and conferences.

New Councillors will have an induction meeting with the Proper Officer and the Chairman and will be provided with an information pack containing the documents as set out in the list below.

7. New Councillors Information Pack

- Town Council Handbook
- The Good Councillors Guide
- Training Statement of Intent
- Meetings Timetable
- Wards Map
- Code of Conduct
- Standing Orders
- Financial Regulations
- Dignity at Work Policy
- Equality & Diversity Policy
- Health & Safety Policy

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments and In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

8. Evaluation of Training

All employees and Members who undertake training are asked to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.

- A yearly summary of Members' training to be presented to Staffing and Employment Committee.
- In certain circumstances, an employee may be required to provide a briefing note or attend feedback sessions to discuss a training event.

9. Requests for training

No reasonable request for training will be denied, the council/relevant committee will take account of, councillor and employee needs and budget provision when granting approval.

Councillors must submit a request to attend training events to the Clerk.

Employees must submit a request to attend training events to the Chairman and Vice Chairman.

Adopted: 27 July 2023

Reviewed: 30th May 2024

Review date: May 2025