



ROYAL WOOTTON BASSETT TOWN COUNCIL

TRAINING POLICY AND STATEMENT OF INTENT FOR COUNCILLORS AND EMPLOYEES

1. OBJECTIVE

The Town Council consists of 16 elected Councillors and employs 16 members of staff.

The Town Council firmly believes that to be successful in delivering services to the public is to be properly trained to carry out our respective roles. The Town Council is committed in supporting Councillors and Employees through its training and development programme.

2. HOW DO WE IDENTIFY TRAINING NEEDS?

Through:

- Individual Training Programmes specific to the various roles (see employees' training Programme).
- Identifying further personal training needs of employees through the Staff Review and Development Programme. A record of training will be kept centrally and in personnel files.
- Councillor and Employee Induction programmes.
- Assessment of Training needs of Committee members (see attached Councillors' Training Programme).
- Regular review of new Government legislation and guidelines which will require training to meet changes.
- The Town Clerk and senior managers to follow the Continuing Professional Development programme recommended by the Society of Local Council Clerks

- Recommendations on Councillors training courses and conferences offered through the National Association of Local Councils

3. HOW IS TRAINING FUNDED?

Each year prior to budget setting the senior management team will complete a training needs analysis to identify training needs for the following financial year and make recommendations to the Council for budget required to fulfil the council's commitment to training and development of its staff and councillors. Wherever possible officers will be encouraged to apply for bursaries towards training costs and or take of incentives offered by training providers. Continuing Membership of SLCC and NALC will provide further opportunities for reduced training costs.

4. OUR INVOLVEMENT IN THE TRAINING STATEMENT OF INTENT

Continued learning and development will ensure the Town Council remains an effective organisation. Officers and Councillors will be encouraged to think about the skills they need to do the job and make them known, staff will advise their line managers and Councillors the Town Clerk. In addition, any essential training required for some post holders will be set out in an Employee Training Programme and or continuing professional development programme where appropriate.

5. WHAT WE CAN EXPECT FROM THE TRAINING PROGRAMMES

- To receive an Employee or Councillor induction to the post
- To have an identified and accessible Line Manager/Supervisor
- To receive regular supervision
- To be made aware of appropriate training and development opportunities
- To be encouraged to consider and identify your own developmental needs considering any specified skills for our posts ad through supervision and discussions
- To discuss our Personal development during the staff, review with your Line Manager/Supervisor
- To have a record of any development/training undertaken
- To have access to relevant learning materials and reference books at the Town Council
- To take responsibility ourselves to maintain and improve our knowledge and skills

6. TRAINING PROGRAMME FOR EMPLOYEES

Town Clerk and Senior Managers

Induction, to include H&S, Risk Assessments, Staff Handbook, Council Policies ILCA, CiLCA, Community Governance, SLCC CPD programme any relevant management training

Office Based Staff:

Frequency

New Starter Checklist	Upon joining the Council
Induction training to establish any further training needs in order that the employee may effectively use the office systems software.	
In house training on the website	Upon joining the Council
Health and Safety to include individual responsibilities for health and safety, COSHH, Fire Precautions, Working at Height, Manual Handling, Lone Working, Well-being at Work, Emergency Procedures, a review of items in the Employees Handbook and Site-Specific Training.	Annually
First Aid at Work (not mandatory)	Every three years
Staff Review and Development Schemes to highlight any further personal development and or training	Annually

Grounds Staff:

Induction to include H&S, risk assessments, use of equipment, Protective Equipment
Manual Handling
Working on the Highway
Use of ladders
Safe working practices
First Aid (not mandatory)

