

Garstang Town Council

Training Policy; Statement of Intent

Date of Review: 2024

Version Number	Purpose/Change	Author	Date
V0.1	First draft to be approved by Full Council	E. Parry, Town Clerk	09/02/2021
V1.0	Minute 247(2020-21) c) policy approved.	E Parry, Town Clerk	15/02/2021

Introduction

Garstang Town Council is committed to ongoing training and development for its Members and employees for effectiveness and in carrying out their roles.

All Members are elected officers of the Council and represent the whole electorate.

Councillors must actively take part in Council meetings and help make council decisions. Council meetings must be run effectively, efficiently and legally.

In order to achieve this, it is desirable for all Councillors to receive training so that they can fully understand what is expected of them and can demonstrate to the electorate that they carry out their duties to a high standard and to the best of their ability.

Employee Training

The Council will ensure that its employees receive the required training and development to enable them to carry out the day to day functions of the Council to a high standard and to the best of their ability. All employees' training to be discussed as part of staff appraisals.

Why the need for Training

There are a number of reasons why training is needed:

- Better understanding of council meeting procedures.
- Legal Duties of Councillors.
- Changes in legislation.
- Professional error/mistake.
- New equipment.
- New processes/working methods.
- Complaints to the Council.
- Accidents.
- Changes in quality systems.
- New & revised qualifications launched.

Types of training

The types of training available include the following:

1. Courses run by Parish & Town Training which are organised by Lancashire Association of Local Councils
2. Courses run by Society of Local Council Clerks (SLCC).
3. Presentations by Wyre District Council & Lancashire County Council (LCC).
4. Presentations by Councillors who have specialist knowledge.
5. Briefing packs from Wyre Council and LCC.
6. Training packs and DVDs from Government Departments & other organisations which the Council is a member of.
7. Knowledge imparted by the Clerk.
8. The Good Councillor's Guide.
9. Manuals and training guides.
10. Training offered by other professional bodies.

11. Training courses run by local colleges.
12. Learning Direct Courses.
13. One to one specialist training.
14. On the job training.

Identify Training Needs

The training needs for each individual councillor and employee will be different.

In order to establish each Councillors' and Employees training needs, each Councillor/Employee must complete a Training Request Form at the start of each Council year (May) listing the areas they require training on and preferred method of training.

The Clerk will endeavour to match the training available to the training requests.

The Training Requests for each Councillor should be reviewed every six months.

Each Councillor and Employee will have a Record of Training Log which will record all training received. These will be maintained by the Clerk. Copies will be available to Councillors on request.

Basic Councillor Training

The Council will ensure that every new Councillor receives training on the following areas:

- Induction session with the Clerk on meeting procedure within one month of being elected.
- Code of Conduct for Members within six months of becoming a Councillor.
- Attends at least one of the Councillor Training courses run by Parish & Town Training which are organised by Lancashire Association of Local Councils within twelve months of attaining office.

Cost of Training

At the annual budget meeting in November, provision to be made to ensure there is sufficient funds budgeted to meet training requirements.

Evaluating the Effectiveness of Training

After attending a training session, the trainee and the Clerk or Line Manager/Employee to have an informal discussion about the course content to check understanding. This may be a good opportunity to highlight any changes and/or improvements to council procedures as a result of the training.

Training	Date	Councillor
In house Full Council Teams training led by Councillor Atkinson	02/2/2021	Allan, Brooks, Halford Hynes, Pearson and Ryder. Apologies received from Councillors Dyer, Mitchell and Webster.
LALC Finance Workshop	10/12/2020	Allan, Atkinson, Mitchell and Pearson
SLCC Website accessibility recorded video	27/10/2021	Atkinson
In house new Councillor induction training led by Clerk	30/07/2020	Atkinson & Dyer

Resolved: The Council approved the Training policy and the record of training for Councillors for the past 12 months to 15/02/2021.