



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

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## **The Town Council's commitment to training and development**

Bletchley and Fenny Stratford Town Council is committed to providing employees and elected/co-opted members with the necessary training and development opportunities to ensure the Town Council can meet its aims and objectives. This will be achieved by supporting and developing the skills required to deliver high quality services along with management skills to manage and plan those services.

Bletchley and Fenny Stratford 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 objectives:

- To develop councillors and employees to achieve the objectives of the Town Council
- To review training needs regularly and to plan training and development for councillors and employees
- To continue to provide training and development opportunities throughout the whole term of office/period of employment
- To evaluate the Town Council's investment in training and development on a regular basis and to assess achievement and to improve future effectiveness.
- To provide an adequate annual budget for the provision of member and employee training and continuous professional development

## **Identification of Training Needs**

### **i Elected/Co-opted Members**

On election or co-option all councillors will be provided with induction training from the Town Clerk/Officer Team and provided with relevant Town Council policies and procedures. These documents will be updated on a regular basis and can be accessed using the Council provided tablet. All newly appointed councillors will also be encouraged to attend induction/refresher training provided by the Town Council's authorised external trainers.

All future newly elected chairs will be provided with induction training from the Town Clerk and are encouraged to attend external chairmanship training skills provided by the Town Council's authorised external trainers.

Councillors are encouraged to reflect on their own performance in role and to identify their training needs and request authorised training at any time through discussions with the Town Clerk.

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-hoc basis.

The Town Clerk is authorised to consider and approve requests from councillors to attend training from both authorised and 'non-authorised' training providers. However, the councillor

request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered. If the Town Clerk refuses the training request, reasons must be provided to the member who will have the opportunity to request the Finance and Governance committee to consider and review the Town Clerk's decision.

## **ii Employees**

Employee training needs are identified through the council's annual performance appraisal process and through ongoing line management and employees are encouraged to request training from their line manager. The Town Clerk is authorised to manage the staff training budget and to report to the Employment Policy Committee on its use.