

## **Deal Town Council Training and Development Policy**

**STAFF TRAINING:** The skills and knowledge of Council employees are fundamental to the success of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.

Each member of staff has staff appraisal once a year. During this appraisal training needs are discussed, and training action plans are put together. Employees are required to notify the Town Clerk of any areas of work in which they feel they require training whenever the need arises. Any weaknesses in staff skills observed will be addressed by suitable training.

The Town Clerk will make the decision and book suitable training courses/workshops for all staff when required

**COUNCILLORS' TRAINING:** The Council values the time given by its elected members to their community. Continuing development of elected members ensures they understand and enjoy the role they undertake in their community and are able to discharge that role effectively.

Councillors are asked to notify the Town Clerk of their training needs annually.

All Councillors are offered the opportunity to attend relevant training courses offered by various service providers.

When a training opportunity arises Councillors should notify the Town Clerk that they wish to attend. The Town Clerk will discuss all requests with the Chairman of the Council and confirm that funding is available. Councillors must be aware that the Councillors' training budget is limited and there may be times when the request for training has to be turned down, this decision will be made by the Town Clerk in liaison with the Chairman of the Council.

Informal training can be provided by the officers of the council by arrangement.

**TRAINING BUDGETS:** The Council has set aside specific budgets for staff training and for councillors' training.

**TRAINING COURSE FEEDBACK:** All employees and members are required to evaluate their training so that the council can monitor value for money.

Staff will report back to the Town Clerk on the training course attended, including what they have learned from the training. The Town Clerk will disseminate shared learning points to staff as required.

Councillors will evaluate the training course they have attended and will share learning points with other members and the Town Clerk. Members' attendance at training sessions and the use of the training budget will be reported by the Responsible Finance Officer to council at regular intervals.

Reviewed and agreed: F/C 19.04.22