

## Frinton & Walton Town Council Training and Development Policy

### Purpose

The purpose of this policy is to ensure that all staff and councillors have access to appropriate training and development opportunities to enhance their skills, knowledge, and performance. This policy aims to foster continuous learning, professional growth, and excellence in service delivery.

### Scope

This policy applies to all staff and councillors of the Town Council.

### Objectives

1. **Professional Development:** To support staff and councillors in acquiring new skills and knowledge relevant to their roles.
2. **Continuous Learning:** To encourage a culture of continuous improvement and lifelong learning.
3. **Performance Improvement:** To enhance the overall performance and effectiveness of the Town Council.
4. **Compliance:** To ensure compliance with relevant legislation, regulations, and best practices.

### Principles

1. **Inclusivity:** Training and development opportunities shall be accessible to all staff and councillors, regardless of their position or tenure. Training and development, particularly where a cost is incurred, is not provided on a first come first served basis but rather if a need exists, and the budget can support it.
2. **Relevance:** Training programmes shall be aligned with the strategic goals and operational needs of the Town Council. Furthermore, it should be relevant to the current role of the delegate.
3. **Support:** The Town Council shall provide necessary resources and support to facilitate training and development activities in balance with the needs of the business.
4. **Evaluation:** Training and development activities shall be regularly evaluated by the Clerk and the delegate to ensure their effectiveness and relevance.

### Responsibilities

1. **Town Council:** The Town Council shall allocate an annual budget for training and development activities and ensure that appropriate policies and procedures are in place.
2. **Line Managers/Clerk:** The Clerk and immediate Line Managers shall support staff and councillors in identifying training needs, encourage participation in training programmes, and support staff and councillors in their development. The Clerk shall

evaluate all training with the delegate to ensure suitability and value for money has been achieved.

3. **Staff and Councillors:** Staff and councillors are responsible for actively participating in training and development activities and applying the knowledge and skills gained in their roles.

### **Training and Development Activities**

1. **Induction Training:** New staff and councillors shall receive comprehensive induction training to familiarise them with the Town Council's policies, procedures, and roles.
2. **Mandatory Training:** All staff shall complete mandatory training programmes, such as health and safety, diversity and inclusion, and data protection. Councillors will complete mandatory Code of Conduct Training, which may be delivered by an external local authority. Both staff and councillors shall attend any other training as deemed necessary to their role either by law or identified as essential to the running of the business.
3. **Skills Development:** Where an individual or Line Manager recognises a need for training and development, the Clerk will work with the individual to provide a suitable skills development programme, which may include training facilitated by external organisations. Staff will have the opportunity as part of the annual appraisal process to review and identify their skills development.
4. **Professional Qualifications:** Support shall be provided for staff and councillors pursuing relevant professional qualifications or certifications under the authorisation of the Council. Individuals who choose to pursue qualifications not authorised by the Council may do so in their own time and at their own expense. Such qualifications or achievements do not materially enhance any employee compensation or benefits.
5. **Workshops and Seminars:** Regular workshops, seminars, and conferences held by external bodies shall be reviewed by the Clerk for suitability with a view to provide opportunities for learning and networking.

### **Implementation and Review**

1. **Implementation:** The Clerk shall oversee the implementation of this policy and coordinate training and development activities.
2. **Review:** This policy shall be reviewed three yearly to ensure its continued relevance and effectiveness.

Policy agreed by: Full Council

Policy Agreed Date: 20.03.2025

Review Frequency: Three Yearly

Next Review Due: March 2028