



CINDERFORD TOWN COUNCIL

TRAINING POLICY AND STATEMENT OF INTENT FOR COUNCILLORS AND EMPLOYEES

1. OBJECTIVE

The Town Council consists of elected/Co-opted Councillors and employs 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 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 Clerk/Council and Personnel Committee 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. Continuing Membership of SLCC/GAPTC 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
- 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 Induction, to include H&S, Risk Assessments, Mental Health Awareness for Managers, Stress Awareness for Managers, IOSH Managing Safely, 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.	Upon joining the Council & Annually
In house/online training for Health and Safety to include individual responsibilities for health and safety, COSHH, Display Screen Equipment, 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.	Every two years
First Aid at Work (not mandatory)	Every three years
Staff Review and Development Schemes to highlight any further personal development and or training	Annually

<p>Handymen/Ground & Property Technicians (see www.hsqe.co.uk/courses)</p>	
<p>Induction</p> <p>In house/online training for Health & Safety to include:</p> <p>H&S risk assessments use of equipment Protective Equipment Manual Handling Working on the Highway Safe working practices First Aid Asbestos Awareness COSHH Awareness Fire Safety Awareness Ladder Safety Awareness IOSH Managing Safely Manual Handling Awareness Working at Height Awareness Work Equipment Awareness Slips, Trips & Falls Awareness Sharps Safety Awareness Risk Assessment Awareness Noise Awareness Lone Working Awareness Legionella Awareness Environmental Awareness at Work Fire Extinguisher Awareness Electrical Safety Awareness</p> <p>Hartpury College/Royal Ag College: Brush Cutter & Trimmer Operation Basic Tree Survey & Inspection NPTC/City & Guilds Chainsaw Felling Medium Sized Trees (2 days)</p>	

<p>Councillor Training https://www.gaptc.org.uk/list-of-courses.html</p> <p>Compulsory: Being a Better Councillor online Part 1 (£25) Being a Better Councillor online Part 2 (£25) Finance for Councillors (£30)</p> <p>Recommended:</p>	
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Budget Planning & Precept Setting The role of internal Audit Planning in Plain English Risk Management Demystified Introduction to VAT for local Councils	
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