



Kenilworth Town Council

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Town Clerk: Miss M S Field

TRAINING & DEVELOPMENT POLICY

Date of Approval – 30 November 2023

Date of Review – November 2026

1. Introduction

1.1 Kenilworth Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation, as well as being able to deliver the Council's corporate aims and objectives each year by having the appropriate skills required.

1.2 To support this commitment, funds are allocated by the Council to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office and prioritised to meet the needs of the Council in terms of service delivery, service and organisational planning and development.

2. Training Needs

Employees

2.1 The Town Clerk and Leader of the Council will have overall responsibility for monitoring and meeting the training needs of staff and managing the training budget.

2.2 Training needs cover many different areas and will be identified via the annual appraisal process. The Town Clerk's training and development needs will be identified via their annual appraisal carried out by the Leader of the Council and the training needs of other staff will be identified by the Town Clerk.

2.3 Training and development are the responsibility of each member of staff and all employees are encouraged to be proactive in identifying their needs.

2.4 Induction training will be provided to all new members of staff.

2.5 The Town Clerk, in conjunction with the Group Leaders of the Town Council and individual members of staff will identify training needs due to changed circumstances such as changes to legislation.

Councillors

2.6 Induction training will be provided to all new Members of the Council.

2.7 Training requirements for councillors will usually be identified by Group Leaders and the Town Clerk, with details being brought to the full Council.

2.8 Opportunities for councillors to attend courses will also be researched by the Town Clerk and shared with Members.

2.9 Individual training requirements will be discussed with Members and Members will also be provided with in-house training on an ad-hoc basis.

3. Prioritisation of Training and Development

3.1 Any personal development and training will be prioritised on the following basis: -

- Specialist needs e.g. Working Groups, Committees, Projects
- Improving existing skills
- Personal development

4. Resourcing Training

4.1 A budget will be provided for training and development on an annual basis and all training will be prioritised, organised, designed and evaluated to ensure that it meets organisational requirements.

4.2 Any member of staff may apply to take qualification training – any sponsorship by the council will depend on priorities relating to job roles and duties and each application will be considered on this basis.

4.3 The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) to enable staff and councillors to take advantage of their training courses and conferences.

4.4 When training is approved, the Council will pay and/or assist with expenses incurred covering items like tuition and examination fees.

4.5 Travelling costs will be paid at the discretion of the Town Clerk.

4.6 Members of staff and councillors will be encouraged to attend training events which are relevant to their office.

4.7 New councillors will be provided with a full induction and information pack.