

POLICY TITLE

Training Policy

POLICY DATE

September 2020

REPLACES POLICY

January 2018

POLICY AIM

The aim of this policy is to demonstrate how Skegness 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 and best practice. This policy outlines the provisions made to support all Councillors and employees to attend training enabling them to be more effective in their role.

POLICY STATEMENT

Skegness 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. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

- The Town Clerk and Deputy Town Clerk will be expected to hold or be working towards the Certificate in Local Council Administration and the Council will provide appropriate training and support to enable this to be achieved.
- The Town Clerk and Deputy Town Clerk will usually be expected to achieve 12 CPD points per year as defined in the Council Quality Award Scheme.
- Skegness Town Council will encourage its staff and all its members to participate in relevant training and pay expenses arising from such training provided it can be met from within the allocated budget and has been approved in advance by the Town Clerk.
- New contracts of employment given to staff members will include details of the Council's commitment to training.
- New Councillors will be expected to attend induction training provided locally by the Town Clerk, as well as a mandatory confidentiality training session within twenty-eight days of the start of their term of office covering the security of confidential papers, council business and data protection.
- All councillors are encouraged to participate in introductory and advance training offered by the Lincolnshire Association of Local Council's and/or the National

Association of Local Council's and other courses relevant to their council and committee roles.

- Skegness Town Council will maintain a selection of up-to-date publications/books offering advice concerning all parts of local government.
- Skegness Town Council will ensure that there is adequate budget provision for staff training and for membership of the Lincolnshire Association of Local Councils, and that it will be reviewed annually.
- The Council office will keep an up-to-date record of all Councillor and Employee training. Café Dansant will keep a separate record of training relating to the Café. Councillors and employees are to inform the Council office of any relevant training they attend (which is not booked through the office) to keep these records current and fulfil the Quality Council Gold Award standards.

IMPLEMENTATION

Councillors, Town Clerk and Deputy Town Clerk

MONITORING

The policy will be monitored by the management committee and reviewed along with all other HR policies every two years.

POLICY CONSULTATION

No specific consultation has taken place

POLICY APPROVAL

Approved by Council on 7th October 2020.

POLICY REVIEW DATE

Next due for approval October 2022.