

	RUGELEY TOWN COUNCIL	
	MANUAL	

TRAINING POLICY

Date Created	Date Adopted	Date Last Reviewed	Next Review Date
June 2017	5 July 2017	July 2017	July 2018

Rugeley Town Council

Training Policy

TRAINING STATEMENT OF INTENT

Rugeley Town Council is committed to providing a formal training strategy as part of the Quality Council requirement. This ensures that staff and councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

TRAINING NEEDS

The types of training will differ between the Town Clerk, Assistant Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of Rugeley Town Council
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings and seminars and conferences such as SLCC, NALC, regional and national.

INDUCTION

All new councillors on joining Rugeley Town Council will receive an information pack which includes:

- Getting Started
- Code of Conduct
- General Information for New Members
- Respective Roles of Members and the Town Clerk and Assistant Town Clerk
- Declaring Personal and Prejudicial Interests
- Standing Orders
- Financial Regulations
- Copy of policies

They are also expected to attend a training course run by Staffordshire Parish Councils Association (SPCA) on basic induction or roles and responsibilities.

IDENTIFYING TRAINING NEEDS

The training needs for staff will be identified through an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. A Chairman and Committee Chairman should be expected to undergo appropriate training in chairmanship as provided by SPCA.

Rugeley Town Council

Training Policy

RESOURCING TRAINING

An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. Rugeley Town Council subscribes to SPCA in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

MEASURING THE IMPACT OF TRAINING

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness. All material should be retained by the Clerk for future reference. A training diary is kept by the Clerk in order to record and monitor all training.