



## **STAMFORD TOWN COUNCIL** **Training Policy – Statement of Intent**

Stamford Town Council is committed to training its staff and elected members and recognises that well trained and informed staff promote good practice within its organisation.

The Council values the time and commitment given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its 'Elected Members' understand and enjoy the role they undertake in their community and are able to discharge that role effectively.

1. Stamford Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of each individual.  
This will be done for staff by means of staff appraisal and supervision process (where appropriate). All Councillors are encouraged to participate in introductory and advanced training offered by the Lincolnshire Association of Local Council's (LALC) and /or the National Association of Local Council's (NALC) and other courses relevant to their council and committee roles. Notice of relevant training opportunities will be circulated to all as they are received in the office.
2. Stamford Town Council recognises that it must also be responsive to certain situations such as:
  - Changes in legislation
  - Changes in Quality Assurance Systems / Schemes
  - New and revised qualifications (CiLCA 2013 /15)
  - Accidents and Incidents
  - Professional errors and mistakes
  - New equipment and software systems
  - New working methods
  - Complaints to the Council
  - Requests from staff and councillors
3. Stamford Town Council will encourage its staff and all of its members to participate in relevant training and pay expenses arising from such training provided it has been approved in advance by resolution of the Town Council or the Town Clerk (where appropriate).
4. The training offered to both staff and elected members will be no less than the minimum standard (Cllrs: Councillor and Planning training; staff: Clerk training / induction training).
5. Stamford Town Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training Policy Updated March 2016.
6. Training will be provided for staff and members (where appropriate) in matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2013.
7. Stamford Town Council will maintain a selection of up-to-date publications / books offering advice concerning all aspects of local Government.

8. Stamford Town Council is committed to offering support to neighbouring area Parish Councils (where appropriate and not detrimental to service delivery of the Council's functions).
9. Stamford Town Council is committed to networking with other councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils.
10. Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.
11. Stamford Town Council has a commitment to membership of Lincolnshire Association of Local Councils (LALC) recognising that it is a lead provider in training for Councillors and staff.
12. Stamford Town Council has a commitment for its Clerk to be a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.
13. Stamford Town Council will ensure that training for both officers and members is adequately covered as a training item in the annual budget and that it will be reviewed annually.
14. Stamford Town Council will ensure that there is adequate budget provision for membership of the Lincolnshire Association of Local Councils (LALC) and the Society of Local Council Clerks (SLCC).

#### **TRAINING COSTS**

The Council will deduct all expenses associated with the provision of training, as well as examination fees, from the final pay of Employees who have received training at the Council's expenses, and who terminate their employment at any point up to six months following receipt of the training.