



STOTFOLD TOWN COUNCIL

STATEMENT OF INTENT **TRAINING FOR STAFF AND COUNCILLORS**

Statement of commitment

Stotfold Town Council commits to providing support and training for its staff and Council Members, to benefit the Council and individuals.

Who the commitment includes

The Town Council has fifteen Members and six Committees who manage the Council owned buildings, recreation grounds, Cemetery, and allotments, consider the future enhancement of the town and give Council's comments on planning applications within the town, together with other responsibilities and duties as required. To administer and maintain these facilities and duties the Council employs a Town Clerk, an Assistant Clerk, two Administration Assistants, and five caretaker/cleaners.

How training needs are identified

The Council's staff and Members' training needs are identified through formal and informal discussions and by looking at Council's current responsibilities and duties, and looking ahead at possible future plans and activities. Staff training needs are also identified through annual appraisals.

Changes in legislation, quality systems or qualifications, new processes or working methods would require training by both staff and Council Members. Training would also be required by staff on newly purchased/installed equipment. There would also be reactive training following a complaint to the Council, accident or professional error; and a request for specific training could also be made by a member of staff or Council Member as they individually their training needs.

Types of training identified

Current training needs that have been identified to cover the Council's current and foreseen future responsibilities and activities, and to whom they could relate are:

- First aid (staff)
- Health and Safety (staff and Council Members – Buildings, Cemetery and Rec Committees)
- Health and Hygiene (staff)
- Code of Conduct and standards (staff and Council Members)
- Councillor inductions (for new Council Members)
- Refresher on Council and Councillor roles, duties and responsibilities (staff and Council Members)
- Staff appraisals (staff and Chairman)
- Our role in planning system, and planning legislation (staff and Planning Committee Members)
- Council finance (staff and Council Members)
- Chairmanship (Chairman of Council and Chairmen of Committees)
- Cemetery Management (staff and Cemetery Committee Members)
- Highways representative responsibilities (appropriate Council Members)
- Footpaths, open spaces and commons (staff and Rec Committee Members)
- Allotment management (staff and Rec Committee Members)

Resourcing the training

Stotfold Town Council will undertake to include sufficient funds when setting their annual budgets to meet all training and examination expenses, and any travel and subsistence incurred, on the scale set down as paid working hours (for staff) to allow the above and any future identified training for all staff members and Council Members to take place.

Measuring the impact of the training attended

Those Council Members who have attended training/briefing on a subject matter are to report back to the appropriate Committee, or to full Council, on their attendance. They are to provide the Clerk with any appropriate documentation received during the training, for circulation to Members. Any items arising from the training may be given further consideration by the appropriate Committee.

Any member of staff attending training/briefing is to report their attendance to the Clerk, who will, if appropriate, forward any relevant report or documentation following the training to the appropriate Committee. Information obtained through training will be disseminated to appropriate staff members. There will be certain training which will not require dissemination, but the Clerk or appropriate staff member will monitor to check that any necessary changes identified through the training have been put in place.

Adopted June 2009