



HOUGHTON REGIS TOWN COUNCIL

TRAINING STATEMENT OF INTENT

Date of Approval:	2 nd September 2010
Date of Review:	9 th December 2013; 23 rd March 2015; 5 th December 2016; 27 th November 2017
Date of Re-approval	26 th March 2018

Houghton Regis Town Council is an organisation for which learning is valued and who have consistently supported training for staff and Councillors. Suitable budget provision has been made to support this.

Members and staff will be supported to undertake the training and development that they require to help them achieve and maintain a high standard of performance.

All Members and Staff will be given encouragement and support to achieve their full potential to enable a high level of service to be provided to the people of Houghton Regis.

The requirement to have a formal training strategy is part of the Quality Council requirement.

All Members and Staff are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme to the Town Council including an understanding of the direction and objectives of the Council
- An induction programme into their role including an understanding of the contribution that is expected of them
- A Chairman and a Town Clerk who are committed to Member and Staff development
- Adequate budgetary provision to facilitate training required

Specifically Staff are entitled to:

- Clear and measurable objectives for their performance at work
 - An annual review of their performance, role and training needs
 - A personal development plan which addresses their development needs
 - A Chairman and a Town Clerk who are committed to staff development.
 - Paid release from work commitments in order to undertake relevant training.
 - Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.
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Specifically Members are entitled to:

- Comprehensive induction training when first becoming a town councillor to include:
 - a “New Councillor’s Pack”
 - information on Duties of a Councillor (Roles & Responsibilities)
 - Code of Conduct training
- Specialist training according to their need and role in the council such as specialised training on chairmanship, planning, accounts etc.
- Other needs will be addressed through established Council processes
- Should the whole Council require training on a particular subject the Clerk will organise a council training event led by an appropriately qualified person
- A Chairman and a Town Clerk who are committed to Member development

Training Providers

- Suitable training providers will always be used
- Specialist training may be provided by:
 - Bedfordshire Association of Town and Parish Councils (BATPC)
 - Society of Local Council Clerks
 - National Association of Local Councils

Keeping the Council Up to Date:

- The Council subscribes to following publications which are available to both members and staff for reference:
 - Local Council Review (NALC);
 - The Clerk (NALC);
- Additional useful information and updates can be found on the websites of Society of Local Council Clerks (www.slcc.co.uk) and National Association of Local Councils (www.nalc.gov.uk)

Support for the Council

The Council is a member of and is supported by the National Association of Local Councils (NALC) and the Bedfordshire Association of Town and Parish Councils. The Clerk is a member of and is supported by the Society of Local Council Clerks

Training management

- The Clerk will keep a record of all training attended and copies of certificates gained on the relevant personnel or member’s file.
- Training will be provided by a range of options including
 - Self study
 - Training classes with external providers
 - Conferences and seminars
 - Communications and information provision from the Clerk

The Impact of Training

Staff and Members will acquire more confidence, match legal requirements and have improved understanding of the workings of the Town Council

Conclusion

This document has been produced as a training strategy for the Council and will be reviewed annually by the Corporate Services Committee.