

BEVERLEY TOWN COUNCIL PROFESSIONAL DEVELOPMENT POLICY

1.0 INTRODUCTION

Beverley Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives. The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community. The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council;
- To regularly review the needs of employees and to plan training and development for employees.
- To regularly evaluate the investment in training and training budgets.

2.0 MEMBER DEVELOPMENT

2.1 It is essential that Members are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn and develop skills to help them serve the community. Participation in Member Development should be accepted as being part of the role of being a councillor.

2.2 This Council recognises:-

1. The need to provide appropriate training, development and learning opportunities for all Members which will be identified by various means including (but not exclusively) self assessment, recommendations from professional bodies, the Council stated aims and objectives and changes in legislation;
2. That continued investment and commitment to training and development are essential if quality services are to be provided, maintained and continually improved;
3. That it has a responsibility to provide equal access to training and development for all Members in accordance with equal opportunities legislation and existing policies.

2.3 This Council will:-

1. Identify delivery agencies to provide training and development to maximise the potential of its Members. Councillors will attend training provided by its partner authorities (eg, ERYC planning liaison seminars) and ERNLLCA. In-house training during an evening can be considered if required, to enable all councillors to attend. The Clerk will circulate ERNLLCA newsletters to keep Councillors informed of legislation changes and developments in the sector;
2. Conduct annual training needs self assessment for Members which will form the basis of a training plan linked to the Council objectives;
3. Require all Members to actively participate in the training and development;
4. Identify areas of training need, in addition to Members' self assessment, which arise from changes in legislation and the changing role of this Council;
5. Identify specific needs which will include basic new Councillor Induction and other critical topics such as gaining a thorough understanding of:

- The Planning process
- Members' Financial Management responsibilities
- The Code of Conduct
- Decision-making processes
- Dispute Resolution
- Employment
- Procedures and Policies

6. Identify accredited courses for councillors;
7. Source courses offered in topics that will be helpful to the development of members;
8. Source courses tailored to specific aims that the Council may have, such as attainment of the Local Councils Award Scheme.

2.4 Courses will be sourced for delivery only by appropriately qualified and indemnified providers.

2.5 The Council will provide a training and development budget and, in particular, the Council will take into account the following factors:-

- The identified training and development needs of Members, based on a needs assessment of all Members, reviewed annually;
- Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council, which will be reviewed annually;
- The value for money to be derived from attendance.

3.0 EMPLOYEES

3.1 This Council will provide appropriate training as follows:

1. Induction training will be provided for new members of staff.
2. Contracts of employment and job descriptions will include details of the Council's commitment to training.
3. Current or any new Clerk or Deputy Clerk to hold or work towards CiLCA or equivalent. Administrative staff to hold or work towards ILCA.
4. Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
5. Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
6. Relevant additional training may be requested at any time.
7. The Town Council is committed to networking with other councils and liaison via conferences and seminars as it sees this as an effective means of information gathering and where possible to link in with training events held by other councils.

3.2 Training Resources/Providers

1. An annual budget will be set for employee training. All employees attending training may claim travel expenses. The Town Council will ensure that the Clerk's membership fees for SLCC are included annually in the budget.
2. Training providers for both employees and members
3. Society of Local Council Clerks
4. ERNLLCA
5. National Association of Local Councils
6. Regional and national seminars/conferences
7. Principal Authorities
8. In-house

4.0 CONCLUSION

- 4.1 This Council is determined to provide opportunities for all elected Members and Officers to further develop the necessary skills and competencies to assist the Council undertake its legal obligations in terms of effective decision-making and the scrutiny of Council business.

Approved and Adopted by Full Council on 20th February 2023

Signed



Councillor Linda Johnson
Mayor of Beverley



Matthew Snowden
Acting Town Clerk

