



*“Stronger together”*

# GRANTHAM TOWN COUNCIL

## TRAINING POLICY

Date	Purpose/change	Author	Committee	Approved / Adopted	Review Date
April 2024	Created	Anita Eckersley	April 2024		
06.11.24	Review and recommend	Anita Eckersley	Personnel Committee	Approved	
28.11.24	Review and adopt	Anita Eckersley	Town Council		

## Training Policy

### Training Policy – Statement of Intent

Grantham Town Council are committed to training its staff and elected members and recognises that well trained and informed staff promote good practise within its organisation.

The Town 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 able to discharge that role effectively.

- 1** Grantham Town Council will identify training needs in the light of the overall objectives of the Grantham Town Council and the requirements of everyone. This will be done for staff by means of staff appraisal and supervision processes (where appropriate). All Councillors and staff 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** Grantham 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 2015 or later revision(s))
  - Accidents and Incidents
  - Professional errors and mistakes
  - New equipment and software systems
  - New working methods
  - Complaints to the Grantham Town Council
  - Requests from staff and councillors
- 3** Grantham Town Council will encourage its staff and all 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 Grantham Town Council or the Clerk to the Grantham Town Council (where appropriate).
- 4** The training offered to both staff and elected members will be no less than the minimum standard (Cllrs: Councillor training; staff: Clerk training/induction training).
- 5** Grantham Town Council will ensure that all its new members receive adequate training at the earliest opportunity in their term of office.
- 6** The Clerk to the Town Council shall have delegated powers to authorise Councillors' attendance at training events, subject to funds remaining within the yearly budget set aside by Grantham Town Council. Such expenses incurred will be approved retrospectively at the next meeting of Grantham Town Council.

- 7 Training will be provided for staff and members (where appropriate) relating to Audit and Financial management as required by the Accounts and Audit Regulations 2013
- 8 Grantham Town Council will maintain a selection of up-to-date publications/books offering advice concerning all aspects of local Government.
- 9 Grantham Town Council are 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 Grantham Town Council has a commitment to membership of the Lincolnshire Association of Local Councils (LALC) recognising that it is a lead provider in training for Councillors and staff.
- 11 Grantham Town Council has a commitment for its Clerks to be members of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.
- 12 Grantham 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.
- 13 Grantham 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).

**Note:**

Grantham Town Council are committed to the Clerks achieving the CiLCA qualification.