



## **Meltham Town Council**

### **Statement of Intent on Training and Development for Staff and Elected Members**

#### **1. Meltham Town Council's Commitment to Training & Development**

Meltham Town Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

Meltham Town Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assist towards the achievement of the council's aims and objectives.

The council will commit itself to and adopt the following;

- To develop employees and elected members to achieve the objectives of the council.
- To regularly review the needs of, and to plan training and development for employees and elected members.
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office.
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness.

#### **2. Identification of Training Needs**

##### **Employees**

- Induction training and an employer's handbook for new employees will be provided.
  - New clerks to attend the induction for new Local Council Clerks.
  - Current or any new clerk to hold or obtain CiLCA or equivalent.
  - Current or any new deputy clerk to hold or obtain CiLCA or equivalent.
  - Current or any new RFO to hold or obtain an appropriate accountancy qualification and to complete FILCA training as a minimum.
  - Employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee.
-



- Line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.
- Staff are to be provided the opportunity to complete Continuous Professional Development, this will be identified at the annual appraisal.
- Staff that are members of the Society of the Local Council Clerk's are to record Continuous Professional Development by the SLCC's scheme. Non-members are to maintain a documented record in support of their annual appraisal.
- Additional training may be requested via line managers at any time.

#### Elected Members

- Induction training and a member's handbook setting out the council's policies and procedures will be provided for all newly elected members.
- All future newly elected Chairs of Council are encouraged to attend YLCA's course 'Chairing Skills' as soon as possible after election or after the annual meeting.
- Newly elected councillors are encouraged to attend YLCA's "Off to a Flying Start" within one year of taking up office.
- Councillors who wish to refresh their skill/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist-in-house training will be provided on an ad-hock basis.

### **3. Prioritisation of Training and Development**

Training and development requirements will be prioritised as follows in order to ensure that the maximum value is gained from the available training resources:

- Training required for the service delivery or the planning or management of its delivery.
- Specialist needs of specific employees or elected members for their individual roles.
- Improvement of existing skills.
- Personal development.

### **4. Training Resources/Providers**

A budget of **£1,700** is set annually for employees and elected members for training and conferences.

#### Training Providers for both Employees and Elected Members

- Society of Local Council Clerks
  - Yorkshire Local Councils Associations
  - National Association of Local Councils
  - Regional and National Seminars/Conferences
  - Other recognised agencies providing training for local authorities.
-



- Principal authority Kirklees Borough Council
- Health and safety trainers
- In-house

**5. Training Reports**

A yearly summary of employee and elected members training will be presented to the council.

**6. Requests for Training and Approval of Attendance:**

No reasonable request for training will be denied, The Finance, Assets & HR Committee will take account of councillor and employee needs and budget provision when granting approval:

- Councillors must submit a request to attend training events to meetings of The Finance, Assets & HR Committee.
- Employees must submit a request to attend training events, initially to their line manager, for subsequent approval at The Finance, Assets & HR Committee.

**7. Review of this Statement of Intent**

The Finance, Assets & HR Committee is to review this statement on an annual basis and present it to the council in May of each year for its approval.

Date of policy: November 2023

Date adopted at Full Council:05/02/2024

Policy Version: V2 (Clerk reviewed June 2026 – Minute Ref: 26/66, item 11.2)

Policy effective from: June 2026

Date of next review: June 2027

---