

## **Lewes Town Council Statement of Training Intent**

*Minute extract Council meeting 17<sup>th</sup> June 2010 ref FC2010/24*

### **TRAINING POLICY & NEEDS ASSESSMENT:**

Members considered report FC003/2010, apprising Councillors of the results of the recent corporate Training Needs Assessment exercise and proposing a formal statement of intent regarding the training policy of the Council. (*A copy of the report is included in the Minute Book*)

Following a short debate **it was resolved that**

**FC2010/24.1** the Statement of Training Intent\*, shown at section 2 of report FC003/2010, be adopted as policy.

**FC2010/24.2** the Town Clerk be asked to draft, for agreement with the Personnel Panel, a schedule of appropriate courses/seminars, etc. that would address the needs (as illustrated at Appendix A of report FC003/2010) of those respondents who indicated positive agreement (levels 4 and 5), and allow for the inclusion of these who indicated only passive requirements (level 3) wherever possible.

### **\*Lewes Town Council Statement of Training Intent**

“Lewes Town Council wishes to ensure that all Councillors and staff are given the opportunity for appropriate and adequate training, to improve their ability to fulfil their duties, and to aid personal development and enhance “job-satisfaction”.

Training will be obtained from many sources, and may be arranged for individuals and/or groups. It may take the form of a short seminar; a day or more (possibly residential); a course of training or study, in the workplace or at a local training facility/education centre, or by distance-learning. It may be delivered by professional trainers or specialist tutors, or may be simply a programme of mentoring by an experienced colleague.

For reasons of practicality and budget, Member and staff training will be considered only if relevant to a present, or anticipated, role, but there may be opportunities to support staff in higher-level studies or training and individual requests will be considered. Members will normally be provided training only in those areas relevant to their individual role, and specific technical or skills training, such as would be required for staff to perform their duties, will only be considered for Members in the event that “spare” places on a course or seminar become available, or their training would involve only modest additional cost.

For the future, this policy will help to maintain and improve the level of general ability of all staff and Councillors, as new entrants join the Council and as individual roles evolve or change. To ensure that this remains effective, a comprehensive review of training needs will be carried-out each year by the Town Clerk using questionnaires and supplemental interviews as appropriate. Adequate budget provision will be accorded a high priority. Councillors newly-elected to Lewes Town Council will be encouraged to undertake generic ‘new councillor’ training within their first year in office, and asked to complete a Training Needs Assessment questionnaire within four months. Newly-appointed staff will complete a training needs assessment within two months of starting work. Specific courses, programmes, or selection of materials will be agreed as necessary by the Town Clerk with the Personnel Panel, and this Panel will periodically review the effectiveness of training.”