



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

Town Clerk: Helen Symmons *PSLCC*



TRAINING & DEVELOPMENT POLICY Staff & Councillors

The Town Council's Commitment to Training & Development

Leigh-on-Sea 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 objective of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets.

Identifying Training and Development Needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Town Clerk to hold Certificate in Local Council Administration (CiLCA) as a minimum. Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- An Induction folder will be provided for all newly elected members setting out the Town Council's policies and procedures.
- An induction session with the Town Clerk

