



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

1. The Waverley Community Council's Commitment to Training & Development

The WCC 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.

The WCC 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 review regularly 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
- 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
- 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
- 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 'Chairmanship Skills' as soon as possible after election
- Newly elected councillors are encouraged to attend YLCA's "What Councillors Need to Know" 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 **£1,000** is set annually for employee and elected members training.

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 Rotherham Metropolitan Borough Council
- In-house



5. Training Reports

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

6. Review of this Statement of Intent

The **Clerk** is to review this statement on an annual basis and present it to the council in May of each year for its approval.

This policy was adopted November 2021.