

BISHOP'S CASTLE TOWN COUNCIL
STATEMENT OF INTENT - TRAINING

Bishop's Castle Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, a training budget is provided which enables all staff and councillors to attend relevant training courses and conferences.

Bishop's Castle Town Council employs 5 part-time staff covering administrative and manual duties. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

The Staffing Committee will be responsible for monitoring and meeting the training needs of staff. Staff training will be identified through the annual appraisal process and the Clerk will investigate the cost and training provider.

Training requirements for councillors will usually be identified by the Mayor and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All senior officers will be expected to go on to take the 'CiLCA' and Local Policy Certificates.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Shropshire's branch of Association of Local Councils (ALC) to enable staff and councillors to take advantage of their excellent training courses and conferences.

The Clerk will be expected to attend all relevant training days, whenever possible. The Assistant Clerk will be expected to attend training days which are relevant to their office. Councillors will be expected to attend training days which are relevant to their office.

New councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and ALC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

All training undertaken will be evaluated by the Staffing Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.