



# BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

## TRAINING POLICY

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**Reviewed January 2016**

**9/16/TC**

**Next review date January 2020**

Burnham on Sea & Highbridge Town Council is committed to ensuring its staff and councillors are trained to the highest standard, keeping up with all new legislation and delivering the objectives of the Town Council. A Staffing Committee has been appointed, and is responsible for the recruitment process including:

Contracts

Job descriptions

And for ensuring staff appraisals are carried out for all employees.

Burnham on Sea & Highbridge Town Council currently employs

10 full-time staff

3 part-time staff

2 persons on fixed term contracts.

1 person on Zero Hour Contract

5 cemetery staff

3 staff at the Princess Theatre

The Town Clerk

Deputy Clerk

2 Administrative posts

1 Town Handyman

2 Cleaning staff

There are 18 councillors. The roles are varied and training will therefore have to reflect the various posts as well as the many changes and challenges facing councillors. It is envisaged that the number of staff and training needs will continue to change over the next

five years, to deliver the flexibility required for the Town Council to take on more services under devolved powers, and to take advantage of opportunities to develop and progress.

The Staffing committee will be responsible for monitoring and meeting the training needs of staff and the training budget. Staff training needs will be identified by line managers and the Clerk, through the annual appraisal system and any training strategy brought forward from a new project. A training schedule with costs will then be prepared and submitted to the Staffing Committee for approval.

The Clerk and Chairman will usually identify training requirement for Councillors. Courses will be investigated by the Clerk and brought to the attention of the full council.

Somerset Association of Local Councils provides training for councillors that cover changes in legislation as well as good working practice. Seminars held by the Society of Local Council Clerks and the National Association of Local Councils also offer training opportunities for councillors and administration staff, as well as opportunities to meet other councillors and officers facing the same changes and challenges in local government.

Ground staff, cemetery operatives, caretaking staff and bar staff will require specialised training in their respective fields. Such training will be identified by line-managers and either carried out in house or by specialist training centres as appropriate.

All new administration staff will be expected to undertake the 'Working With Your Council' course, whilst the Clerk and Deputy Clerk are expected to hold, or take the 'Cilca' or other suitable qualifications in Local Government Administration..

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Somerset Association of Local Councils (SALC) to enable staff and councillors to take advantage of their training courses and conferences. The Clerk and Deputy Clerk can also take advantage of the Continual Professional Development programme available from SLCC.

New Councillors will have an induction meeting with the Clerk and be provided with an information pack containing the documents set out on the attached list. It is recognised that it may be difficult for some councillors to attend training during the day because of their work commitments, however, all councillors will be encouraged to attend courses appropriate to the Town Council and the committees they sit on, and in-house training arranged in the evenings will be considered whenever possible, to enable all councillors to attend

Councillors and staff attending any training or conference on behalf of the Town Council will be expected to report back to the Council on its relevance, content and appropriateness and any presentation paperwork retained and used for in-house training and information sharing.

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## INFORMATION PACK FOR NEW COUNCILLORS

### Contents

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. Training Statement of Intent
5. Meetings Timetable
6. The Code of Conduct as adopted by the Town Council
7. Standing Orders
8. Current Year's Budget
9. Financial Regulations
10. Data Protection Policy
11. Equal Opportunities Policy
12. Minutes of the Parish Council Meetings & Committee meetings relevant to the councillor (*Limited to the previous two months*)

Adopted: March 2011

Minute No: 4224

Reviewed: April 2016