

TRAINING POLICY

1 Introduction

- 1.1 Leighton-Linslade Town Council is an organisation in which learning is valued. Members and staff will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Leighton Buzzard and Linslade.

2 Staff and Councillors are entitled to

- Equality of opportunity in all aspects of their development.
- An induction programme into their own roles as well as to the workings of Leighton-Linslade Town Council.
- An understanding of the direction and objectives of the Council.
- An understanding of the contribution that is expected of them.

For Staff

- Clear and measurable objectives for their performance at work.
- An annual review of their performance, role and training needs.
- A personal development plan which addresses their development needs.
- Records of training needs and training undertaken will be maintained as part of individual personal records.
- A Town Mayor, Leader and Town Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control. Where appropriate training will be linked to external standards e.g. NVQ's.

For Councillors

- General training in parish council level matters e.g.
 - Duties of a councillor
 - Code of Conduct
- Specialist training according to need and role in the Council and Committees
 - Chairmanship
 - IT
 - Planning

3 Resources

Appropriate sums will be made available in each budgetary period to allow required training to take place.

4 Main Training Providers

- Bedfordshire Association of Town and Parish Councils
- National Association of Local Councils
- Society of Local Council Clerks
- Institute of Cemetery and Crematorium Management
- Central Bedfordshire Council
- Shuttleworth College
- Luton Borough Council

Adopted by Council 28 September 2015