



# MANNINGTREE TOWN COUNCIL

## **Manningtree Town Council Training Policy**

This document demonstrates that Manningtree Town Council is committed to training, takes a pro-active approach to training, identifies training needs of members and employees and identifies resources.

### **Commitment To Training**

Manningtree Town Council is committed to training both its employees and members to ensure that the Town Council is knowledgeable and acts in a professional and appropriate manner.

The Town Council supports their Clerk in obtaining the CiLCA qualification and in their continuous professional development.

Manningtree Town Council considers the training of members essential to maintain effective working practices and will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

### **Identifying Training Needs**

Employees are appraised on an annual basis and areas for improvement/greater knowledge are identified at this appraisal as well as through formal and informal discussions throughout the year. Training needs for new employees will be identified through the recruitment process.

Training needs for Councillors will often be identified by themselves, the Mayor or the Clerk.

Details of training courses are circulated to all members on a regular basis to ensure that they are aware of training available.

Members are encouraged to attend the basic courses which relate to the work of a councillor and that of the Council.

### **Resources**

The Town Council sets a training budget every year as part of the budget and precept process to ensure sufficient resources are available to employees and members for the upcoming year.

Annually, the Council considers an allocation in the budget for subscription to associations such as the Society of Local Council Clerks to enable employees and members to take advantage of their training courses and conferences.

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Purchases of relevant resources are considered on an on-going basis.

## **Impact of Training**

All training undertaken is subsequently evaluated by the Council and the Clerk to gauge its relevance, content and appropriateness. Employees and members are asked to reflect on what has been learnt and to advise the Town Council of any areas that need addressing.

## **Needs of members**

All members are provided with and are expected to familiarise themselves with the Standing Orders, Financial Regulations, Complaints Procedure, Code of Conduct, committee terms of reference and "The Good Councillor Guide".

In addition to the above, any newly elected or co-opted members are given a welcome pack which includes the current budget, previous minutes, contact details of relevant individuals and meeting schedule.

Both the clerk and Mayor to keep in regular contact with *all* members and particularly the newer, less experienced members to ensure any queries or problems are resolved early on.

New members are particularly urged to attend the Councillor training days 1 and 2 provided by the Essex Association of Local Councils and also any other training provided by the Association or District Council.

## **Keeping Current**

Having membership to the Essex Association of Local Councils as well as other organisations including the National Association of Local Councils and the Society of Local Council Clerks ensures that the Town Council are kept up to date with legislation and areas of interest.

Tendring District Council is in constant contact with the town and parish councils in its district to ensure that district matters are publicised and acted upon if required.

A similar approach is undertaken with Essex County Council with regular newsletters as to what is happening at County level.

## **Support**

The Town Council is supported through its membership to the Essex Association of Local Councils which provides advice as well as training courses specifically tailored to the first tier of local government.

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