



# FELIXSTOWE

## TOWN COUNCIL

### **Training Strategy 2018-19**

#### **1. Statement of Principle**

- 1.1 Felixstowe Town Council believes that appropriate training of Councillors and staff is vital to provide the high quality of service to the local community to which the Council is committed.
- 1.2 This Training Strategy is designed to support Felixstowe Town Council in achieving its objectives on behalf of the community through the continual improvement in the performance, skills and knowledge of its staff and Members.
- 1.3 Further to this formal Strategy, it is recognised that the ethos and culture of Felixstowe Town Council is to support the personal and professional development of its staff and Members.

#### **2. Funding**

- 2.1 The Council will ensure adequate funding is included in its annual budget to enable the provision of its training needs.

#### **3. Councillors' Training**

- 3.1 All new Councillors will be provided with an induction pack which includes adequate information to allow them to undertake their role as soon as they are elected to the Council.
- 3.2 All Councillors will be offered an in-house Member Development Programme with opportunities to attend courses provided by the Suffolk Association of Local Councils and other appropriate providers tailored to the specific needs of Felixstowe Town Council.
- 3.3 All Councillors will be made aware of additional training courses provided by the Suffolk Association of Local Councils and other appropriate courses and conferences and given the opportunity to attend these courses and conferences if appropriate.
- 3.4 Regular Councillor briefing sessions will be organised by the Council prior to meetings of the Council and its Committees and at other times to inform Councillors on topics relevant to the operation of the Council and the wider community of Felixstowe.
- 3.5 The Clerk and other staff members will organise regular visits for Councillors to the Council's various operational sites accompanied by informal presentations concerning the Council's activities and the services it delivers.

- 3.6 Councillors will be given the opportunity to participate in any appropriate staff training sessions; including, but not limited to, courses in Health & Safety, Fire Regulations and Equality & Diversity.
- 3.7 All members of the Town Council's Planning & Environment Committee will be given regular training in association with Suffolk Coastal District Council concerning planning procedures and legislation.

#### **4. Staff Training**

- 4.1 All new staff will be given in-house induction training, both formal and informal, and in particular in the Town Council's policies and procedures.
- 4.2 All staff will undertake any statutorily required training.
- 4.3 Appropriate training in first aid and other procedures will be given to nominated staff members.
- 4.4 All staff will be provided with their own Professional Development Plan, through the appraisal process and discussions with their Line Manager, to identify ongoing training needs linked to their roles and the Council's business objectives.
- 4.5 It will be the responsibility of the Town Clerk to arrange appropriate training courses to meet identified training needs.
- 4.6 The Council will encourage the continuing professional development of all staff, supporting them to acquire qualifications appropriate to their posts and, where appropriate, will provide financial resources and adequate paid leave to attend any necessary courses.

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**Policy Approved:** Personnel Committee 28 March 2018  
**Review Body:** Personnel Committee  
**Review Period:** Annually  
**Next Review:** April 2019 (Personnel)