



FELIXSTOWE

TOWN COUNCIL

Training Strategy and Policy 2025-29

1. Statement of Principle

- 1.1 Felixstowe Town Council believes that appropriate training of staff and Councillors 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 strategic objectives and delivering effective governance and accountability through the continual improvement in the performance, skills and knowledge of its staff and Members.
- 1.3 The ethos and culture of Felixstowe Town Council is to actively support the personal and professional development of all staff and Members, recognising that learning underpins both individual effectiveness and the Council's capacity to meet community needs.

2. Funding

- 2.1 The Council will ensure that adequate funding for training and development is included in the annual budget.
- 2.2 Training resources will be reviewed annually by the Personnel Committee to ensure they meet the current and projected needs of both staff and Members and are sufficient to support the Council's objectives.

3. Councillors' Training

- 3.1 All new Councillors will be provided with a comprehensive induction pack, enabling them to undertake their role effectively from the outset.
- 3.2 Councillors will be offered an in-house Member Development Programme, alongside opportunities to attend training courses and conferences provided by the Suffolk Association of Local Councils (SALC) and other suitable providers, which will be funded by the Town Council.
- 3.3 Regular briefings will be organised prior to Council and Committee meetings, and at other times, to update Members on matters relevant to the operation of the Council and the wider community.
- 3.4 Visits to the Council's operational sites will be organised by the Clerk and staff, including informal presentations on the Council's services.

- 3.5 Councillors will be given the opportunity to participate in staff training sessions, including but not limited to Health & Safety, Fire Regulations, Equality & Diversity, and Data Protection.
- 3.6 Members of the Planning & Environment Committee will receive regular training and guidance on planning procedures and legislation.
- 3.7 Monitoring and Evaluation:
- Councillor training will be recorded in a Training Log, capturing courses attended, skills acquired, and ongoing needs.
 - The Personnel Committee will review training records annually, including outcomes and alignment with Council objectives.
 - Training effectiveness will be evaluated via feedback, demonstrated application of skills, and improved committee performance.

4. Staff Training

- 4.1 All new staff will receive formal and informal induction training, particularly covering the Council's policies, procedures, and statutory requirements.
- 4.2 Statutory training obligations will be met for all staff.
- 4.3 Designated staff will receive training in first aid and other operational procedures.
- 4.4 Each staff member will have a Professional Development Plan (PDP), reviewed during appraisal discussions with their Line Manager, linking individual development needs to the Council's objectives.
- 4.5 The Town Clerk will arrange appropriate training courses to meet identified needs.
- 4.6 The Council encourages continuing professional development, supporting staff to acquire qualifications relevant to their roles, and will provide financial support and paid leave where appropriate.
- 4.7 Monitoring and Evaluation:
- Staff training records will be maintained and reviewed annually.
 - Training outcomes will be reported to the Personnel Committee, including skills gained, application to duties, and future needs.
 - Staff development plans will be updated in line with organisational priorities and legislative requirements.

5. Monitoring & Review of Training Strategy

- 5.1 The Council will maintain a comprehensive record of all training undertaken by both staff and Councillors.
- 5.2 Training needs and outcomes will be reviewed annually by the Personnel Committee to ensure alignment with the Council's objectives, statutory obligations, and LCAS Gold criteria.
- 5.3 The Training Strategy will be formally reviewed at least every three years or sooner if legislative or organisational changes require.

6. Responsibility

- 6.1 The Personnel Committee, under the direction of the Town Clerk, is responsible for implementing and monitoring this Training Strategy, ensuring that it supports the development of both staff and Councillors in line with the Council's governance and service delivery objectives.

Policy Approved: Personnel Committee October 2025
Review Body: Personnel Committee
Review Period: Every three years, or as necessary.
Next Review: Personnel Committee October 2028