Dinnington St John's Town Council

TRAINING AND DEVELOPMENT POLICY

FOR STAFF AND ELECTED MEMBERS

June 2026

Dinnington St John's Town Council is committed to providing employees and elected members with the necessary training and development opportunities to ensure the Council can meet its aims and objectives by providing the skills required to deliver high quality services along with management skills to manage and plan those services.

The Council encourages employees and elected members to undertake training and development provided from internal and external sources. Training requirements will be determined and prioritised according to the council's service delivery requirements and stated policies to ensure that training and development undertaken assists towards the achievement of the council's aims and objectives.

The Council will commit itself to and adopt the following;

- To develop employees and elected members to achieve the objectives of the council
- To review regularly the needs of, and to plan training and development for, employees and elected members
- To take action to train and develop individuals on recruitment/election and throughout their employment/term of office
- To regularly evaluate the investment in training and development to assess achievement and to improve future effectiveness

1. STAFF TRAINING

1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential they are all fully trained to carry out their duties as efficiently and effectively as possible.

1.2 Each member of staff is to be interviewed each year to discuss and identify individual training needs. Any weaknesses in staff training should be highlighted and thereafter addressed. This interview may be included as part of an annual appraisal process

1.3 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service to the public, all employees are encouraged to be proactive in identifying their own training and development needs linked to the aims of the council and the contribution of the individual employee.

1.4 Induction training for new employees will be provided and line managers will assess specific service-based training needs as a result of new legislation, IT skills, and any other skills/knowledge requirements for staff to achieve the council objectives.

1.5 Staff are to be provided the opportunity to complete continuous professional development, and additional training may be requested via line managers at any time.

2 COUNCILLOR TRAINING

2.1 As the policies of the Town Council are set by the Council as a corporate body, it is essential that all councillors are afforded appropriate training.

2.2 Induction training and copies of the council's policies and procedures will be provided for all newly elected members. Newly elected councillors are encouraged to attend YLCA's specific new councillor training courses within one year of taking up office.

2.3 All future newly elected Chairs of Council are encouraged to attend YLCA's 'Chairing Skills Part 1 & 2' courses as soon as possible after election

2.4 Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.

3. TRAINING RESOURCES/PROVIDERS

3.1 A single training budget is set annually for employee and elected members training.

3.2 Training providers for both employees and elected members include:

- Society of Local Council Clerks (SLCC)
- Yorkshire Local Councils Associations (YLCA)
- National Association of Local Councils (NALC)
- Regional and National Seminars/Conferences
- Other recognised agencies providing training for local authorities
- Rotherham Metropolitan Borough Council (RMBC)
- In-house, e.g. Health and Safety training from the council's contracted Health & Safety Advisor

4 TRAINING COURSE FEEDBACK

4.1 In order to evaluate training, employees and members are required to evaluate how successful and appropriate the training has been.

4.2 Staff and members are also required to report on the training course attended, what they have learned and what the Town Council can use and implement in the future.

4.3 The report is to be submitted to the Clerk and then relayed as appropriate. Reports may be also included as an agenda item and discussed at meetings if appropriate. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

4.4 A yearly summary of employee and elected members training will be presented to the council as required.

5 TRAINING DEVELOPMENT PLANS

5.1 Each staff member will have their own individual staff training development plan, to be reviewed annually during the training review interview in 1.2 above.

Adopted date: 08/06/2026

Minute reference: 44/27 (D)

Review cycle: Every 2 years

Next review date: June 2028