

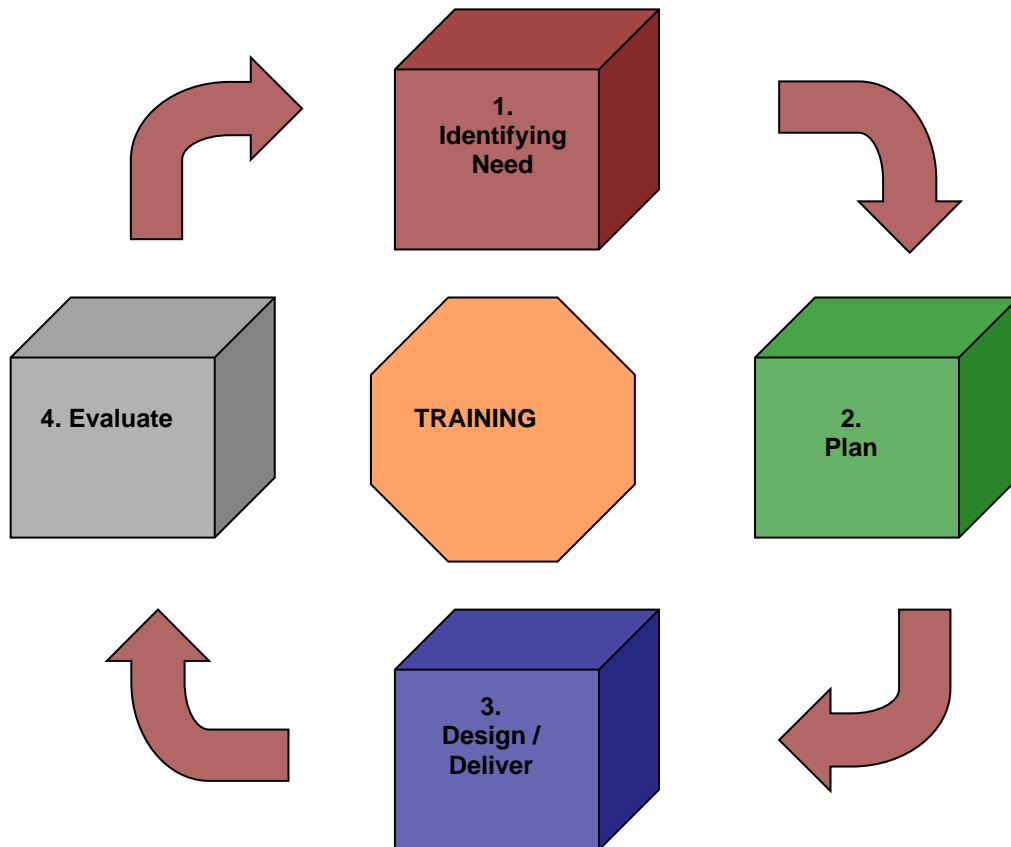
# Atherstone Town Council

## Statement of Intent on Training 2024 – 2027 Staff and Councillors

(reviewed and approved at Full Council meeting of 20<sup>th</sup> June 2024)  
Next Review date no later than June 2027

### 1) Our Commitment To Training

- Atherstone Town Council recognises the importance of training to which it has an ongoing and proactive approach.
- The Council is committed to ensuring that its staff and councillors are trained to the highest standard, as expected of a Quality Council, and kept up to date with legislation.
- The council follows a process of identifying training needs, planning and organising training to meet the needs, delivering the training and evaluating its effectiveness.
- The council seeks to develop the abilities of the individual and to satisfy its current and future needs.



**ATHERSTONE TOWN COUNCIL'S TRAINING PROCESS**

### 2) Training Needs

- Atherstone Town Council recognises that it is important to train both Members (all 15 Councillors) as well as staff, (two part-time clerks) in order to provide an efficient and professional service.
- The types of training required will link mainly to the specific work of Local Government to ensure that the statutory and other provisions governing or affecting the role of the Town Council are

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|   | <p>met.</p> <ul style="list-style-type: none"> <li>➤ It will also include other relevant training to enhance the professional skills of staff and/ or Members, for example health safety and welfare matters.</li> <li>➤ Training may be through: informal briefings, seminars, formal training courses or conferences. These are to be sourced either regionally or nationally through NALC or SLCC or relevant providers.</li> <li>➤ On a regular basis the clerk will circulate documentation relating to the provision of training. For example that contained within WALC newsletters and DIS issues.</li> <li>➤ All new Councillors will be provided with an information pack containing: briefing for new councillors, contact list of members, Training Statement of Intent, Timetable of Meetings, Model Code of Conduct, Standing Orders, Financial Regulations, Data protection Policy, Equal Opportunities Policy, Health and Safety Policy, Information Leaflets, Community Engagement Strategy and any other relevant documents</li> </ul> |
| <p><b>3) Identifying Training Needs</b></p>       | <ul style="list-style-type: none"> <li>➤ Training needs for staff will be identified through an annual appraisal.</li> <li>➤ For specialist knowledge, or as a result of changes in legislation or quality systems at any time, training will be considered and sourced as appropriate.</li> <li>➤ The Chairman will be expected to undergo the appropriate training in Chairmanship.</li> <li>➤ Members will be expected to attend an induction course in becoming a councillor.</li> </ul>   |
| <p><b>4) Resources For Training</b></p>           | <ul style="list-style-type: none"> <li>➤ Atherstone Town Council will resource training by careful precept planning to ensure there are sufficient funds available to train members and staff to carry out their respective duties and roles to the high standard expected of a Quality Council.</li> </ul>  |
| <p><b>5) Measuring The Impact Of Training</b></p> | <ul style="list-style-type: none"> <li>➤ The impact of training will be measured by an annual review during staff appraisals.</li> <li>➤ Also all attendees of courses will be expected to report back to Council including an assessment of the relevance, content and appropriateness of the course.</li> </ul>  |