St Ives Town Council
TWINNED WITH STADTALLENDORF
TOWN CLERK: Alison Melnyczuk BA (Hons) FILCM
Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire PE27 5AL
Telephone: 01480 388929
email: clerk@stivestowncouncil.gov.uk

Training Policy

Introduction

Training and development for staff and Councillors is highly valued at St Ives Town Council. The Council is committed to providing opportunities for all staff and Councillors to further develop the necessary skills and competencies to move the Council forward in its aspirations and for Councillors' own personal development. Training will include: ILCA (Introduction to Local Council Administration) induction training, Certificate in Local Council Administration (CiLCA), Core Skills for Councillors and changes in legislation. Staff and Councillors are offered the opportunity to attend relevant training provided by organisations such as NALC, CAPALC, and SLCC. In service training will be provided on a continual basis.

Commitment

St Ives Town Council is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities. The Council will ensure that training is available to meet the particular demands of their job and has a performance review process to ensure training and development needs are identified and incorporated into a personal development plan. Where a training need is identified the most appropriate method, taking account of time, cost and individual preferences will be selected. The impact of staff training attended will be measured via the performance review process. Feedback will be received from Councillors to evaluate any training attended.

St Ives Town Council:

- recognises the need to provide appropriate training, development and learning opportunities for all staff and Councillors
- will select resources to provide training and development to maximise the potential of its Councillors and staff
- recognises that continued investment and commitment to training and development are essential for the provision of quality services
- requires all Councillors and staff to actively participate in identifying their training and development needs to enable the appropriate investment of resources
- recognises its responsibility to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation

Resources

The Council provides an annual budget for staff and Councillor training and development. In particular, the Council takes into account the following factors:-

- the identified training and development needs of staff and Councillors, based on a needs assessment
- training and development needs that are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.
- The training budget will be reviewed annually to ensure all training needs are met.

Responsible Officer	Town Clerk	**Date effective from**	May 2016	**Review date**	March 2017
Author	Town Clerk	**Date last amended**	March 2016		