

KESGRAVE TOWN COUNCIL

Training and Development Policy

Statement of Intent

1. It has been said that the journey of lifelong learning has no final destination, only new horizons. It is our aim to improve life in Kesgrave for the whole community through ambitious plans set out in our Business and Annual Action Plans. In this endeavour, Council recognises that its most important resources are its "human resources", i.e. its councillors and employees. Council encourages both to enhance their respective knowledge through training and development, to enable Council to make the most effective contribution to our aims and objectives.
2. Some training is necessary to ensure compliance with all legal and statutory requirements. To support this, funds are allocated to a training budget each year to enable councillors and employees to attend training and conferences relevant to their respective duties.

Approach

3. Council employs various part-time employees, including a Town Clerk, a Responsible Financial Officer (RFO), an Events and Estate Manager, four job-share Estate Operatives, Administrative Assistant and Kesgrave Market Co-ordinator. Its training needs therefore cover different areas and impose additional training responsibilities on Council in managing the health, safety and welfare of its employees (as referenced in the Employee Handbook).
4. The Finance and Governance Committee on behalf of Council is responsible for monitoring and meeting the training needs of employees and managing the training budgets. Training and development needs for employees are identified through the annual appraisal process, which is carried out by the Town Clerk. The appraisal of the Town Clerk is carried out by the Chair of Council.
5. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative employees who will be expected to undertake via SALC (Suffolk Association of Local Councils) training entitled Clerk's Introductory Session. New Councillors should attend the Councillors Introductory Session.
6. One employee is First Aid trained. The Estate Operatives should have some basic ROSPA or equivalent training (e.g. for play area risk assessments). All employees should receive appropriate training for their role and any additional training needs they or the Town Clerk have identified. All employee training is carried out in accordance with the Employee Handbook and needs are reviewed annually or when there's a change to duties which may require additional training.
7. Council will pay the annual subscription to the Suffolk Association of Local Councils (SALC). This will enable councillors and employees to take advantage of legal advice, appropriate training courses, conferences and publications and advice and directives from the National Association of Local Councils (NALC).
8. Employees will be expected to attend relevant training events and councillors are encouraged to attend training events which are relevant to their duties. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments but there are often options to use online webinar training in the evening. In-

house training during an evening can also be considered if required, to enable all councillors to attend.

The Town Clerk will regularly circulate training details to keep councillors informed of legislative changes and developments in the sector.

9. New councillors are encouraged to have an induction meeting with the Town Clerk where they are provided with an information pack that includes The Good Councillors Guide, Standing Orders, Financial Regulations, Code of Conduct, Terms of Reference, Contact List, and the schedule of Council meetings. Councillors should become familiar with Council's website, its Publication Scheme and Council's other policies and procedures.
10. All Councillors will be expected to become conversant with the above documents and to have read all papers and reports pertaining to Council meetings and committee meetings.

Recording

11. Employees and councillors are encouraged to maintain a record of the learning experiences they have undertaken which have in some material way enhanced their ability to carry out their Council duties. This is not just formal off-the-job training courses but all forms of developmental learning. Equally, it stops short of learning on-the-job which is not devalue this but to put some reasonable perimeter around the recording process.
12. Council recognises and values that employees and councillors seek out and undertake experiences that add value to their contribution. Examples in addition to formal off-the-job training courses are (the list is not exhaustive):
 - Attendance at forums and conferences relevant to Council work e.g. East Suffolk Council Planning and Town Council Forums, Community Partnership meetings, SALC meetings and forums, SCC meetings to progress safety initiatives.
 - For councillors, attendance at similar events and training in their job or for a role in another public body or voluntary position that they can validate as contributory to carrying out their duties for Council e.g. Data Protection training.
 - Standing in to perform a temporary/different/higher role e.g. as chair of a committee.
 - Research carried out to progress an initiative for Council consideration or the implementation of an agreed development project e.g. undertaking a site visit to another pump track to better understand the mechanics/pitfalls when planning ours.
13. For the purpose of good practice Councillors should keep a record of learning events and submit this on an annual basis (financial year end). An example is provided in the appendix.
14. The Town Clerk will also record their training/learning in terms of points accrued under Continuous Professional Development (CPD) as stipulated by the relevant authority.

Evaluating and monitoring

15. Evaluation of training can be achieved by providing feedback. This will help to ensure the value and effectiveness of the particular training and to cascade the key implications of new legislation, guidance and/or best practice.
16. Attendees at training events are encouraged to share the learnings with colleagues; and attendance at forums should always be followed with a distribution of notes and/or a briefing delivered to the appropriate Council committee.

Last reviewed: 13 October 2025

Next review due: 02 June 2028

Appendix: Councillor Training Recording Log

[illegible]