

Horley Town Council

Training Statement of Intent

Horley Town Council is a first tier local authority in which the importance of continuous training is highly valued. Members and staff are supported to undertake the training and development they need to help them achieve and maintain a high standard of performance and all are given encouragement and support to achieve their full potential. This allows them to provide an exceptional level of service to the people of Horley.

All are entitled to:

- Equality of opportunity in all aspects of their development.
- An induction programme into their own roles as well as to the workings of Horley Town Council.
- An understanding of the direction and objectives of the Council.
- An understanding of the contribution that is expected of them

For staff:

- Clear and measurable objectives for their performance at work.
- An annual review of their performance, role and training needs.
- A personal development plan which addresses their developmental needs.
- A Town Mayor and a Town Clerk who are committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

For Members:

- General training in local council matters, as follows:
 - ✚ Duties of a Councillor
 - ✚ Code of Conduct

 - Specialist training according to their need and role in the Council and its Committees, as follows:
 - ✚ Chairmanship
 - ✚ IT
 - ✚ Planning
- Such training may be achieved by group sessions at the Town Councils' own premises.
- The Council will continue to develop best practice based on the following principles:
 - ✚ Developing elected Members in order to achieve the Council's aims and objectives.
 - ✚ Adopting a Member led strategic approach to elected Member development, through regular discussion of Member training needs.
 - ✚ Having a Member training plan in place that clearly identifies the difference development activities will make.

Resources:

The Council will provide a training and development budget and in particular, the Council will take into account the following factors:

- The identified training and development needs of Members and Staff, based on a needs assessment of all Members and Staff, reviewed annually.

- Training and development needs that are essential to improve and progress the agreed policies and strategies of the Council, reviewed annually.

- The costs of training, development and learning. Appropriate sums will be made available in each budgetary period to allow required training to take place.

Main Providers:

- Surrey Association of Local Councils (“Surrey ALC”)
- Society of Local Council Clerks
- National Association of Local Councils
- Reigate & Banstead Borough Council

Conclusion:

Horley Town Council is determined to provide opportunities for all elected Members and Staff to further develop the necessary skills and competencies to not only achieve the Council’s objective of achieving Local Council Awards Scheme Quality Status but also for their own personal development.

Dated: 7 March 2016
Next review date: April 2016