



Lowestoft Town Council

Training and Development Policy

1.0 Background

- 1.1 Lowestoft Town Council is committed to successful delivery, care and risk management of its services and facilities. Essential to this are the performance of their duties by staff and sound decisions, policies and oversight by councillors. All councillors and staff will have access to the development support and training reasonably needed to help them to contribute to achieving the objectives of the council.

2.0 Training and Development Support

- 2.1 The support provided for councillors to assist them with their contribution to the corporate decisions will include ongoing in-house support from staff members to the council, including the provision of emailed information, associated papers with agendas and internal briefings. Councillors will have opportunities to inform each other at and between meetings and councillors with special interests/portfolios and partner organisations will provide briefings when appropriate.
- 2.2 All new councillors and staff will be offered relevant inductions and core councillor/clerk training on their roles, responsibilities and powers. They will be expected to attend relevant training on matters which are important for their role and the council's risk management, including finance for councillors and relevant specialist courses for staff. They will also be offered training where there is a significant change in legislation or policy giving rise to a development need.
- 2.3 All councillors and staff will be expected to provide feedback on any training to help the council with the assessment of its value for money and to assess whether it should be used in future.
- 2.4 The Clerk must have the Certificate in Local Council Administration (CiLCA) (or a relevant equivalent qualification). Any new Clerk must hold the CiLCA or obtain it within 12 months of taking up the position. This is to:
- Help demonstrate their understanding of relevant law and procedure
 - Ensure the council can continue to remain eligible as a General Power of Competence Council.
 - Ensure the council reaches benchmark standards in the Local Council Award Scheme (or any successor Award).
- 2.5 The Clerk must also demonstrate ongoing commitment to development by obtaining at least 12 Continuous Professional Points per year.

3.0 The Wider Community

- 3.1 The council is committed to its decisions taking account of the views and needs of the community and as such will take reasonable steps to ensure that it is sufficiently informed.
- 3.2 The council will work with other councils in its area and, as appropriate, further afield and with partner organisations to gather information, share ideas and access joint training where this could assist with the development of councillors and staff and the successful and/or efficient delivery of its objectives.

4.0 The Council's Commitments

- 4.1 The council commits to the following:
- All new councillors and staff will be provided with induction information and support and relevant training.
 - On an ongoing basis, the training needs of councillors and staff will be identified and considered, particularly when there are new legislative or policy changes which affect the work of the council.



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- Councillors should be offered and undertake training as per Standing Order 4d, e and f.
- From May 2023, Councillors sitting on the Planning Committee must undertake relevant training within three months of joining the committee.
- The Mayor and Chair of Personnel, and their respective deputies, must undertake training of the carrying out of performance reviews before the Clerk's 2023 performance review is due.
- Consideration of training and development needs of staff will be considered by their line manager and incorporated into appraisals within the context of their job description and the objectives of the council. The council's budget will include an appropriate provision for staff and councillor inductions and appropriate training, travel expenses to approved training, important reference books to support the council's administration and service delivery and the council's interests. The council will also consider budgeting for membership specifically supporting the Clerk's development e.g. the Society of Local Council
- The Council will consider supporting relevant professional study for staff.
- Records of all training and formal development undertaken by councillors and staff will be maintained.

This policy will be reviewed annually by the Clerk and any relevant Committee/Full Council (as appropriate) and will be presented to the Council to consider its approval at its Annual Meeting.

Revisions	
Date	Amendment
May 2022	4.1, penultimate bullet, 'including the Institute of Local Council Administration' removed.
April 2023	Added bullet points to 4.1: <ul style="list-style-type: none">• <i>From May 2023, Councillors sitting on the Planning Committee must undertake relevant training within three months of joining the committee.</i>• <i>The Mayor and Chair of Personnel, and their respective deputies, must undertake training of the carrying out of performance reviews before the Clerk's 2023 performance review is due.</i>• <i>The Council will consider supporting relevant professional study for staff.</i>