

HONITON TOWN COUNCIL

TRAINING PLAN 2015-2018

This training plan supports the Town Council Training Policy

Identification of Need

- a) Staff
Training needs of staff are identified at induction and at annual appraisal. These relate to both skills and personal development
- b) Members
Training needs of Members are identified at induction and annually at Policy committee. Members are also advised by the Clerk of individual opportunities that arise that may be of interest to them.
- c) Volunteers
Training needs of volunteers are regularly reviewed by the Clerk during regular review meetings relating to specific projects

Staff Training

	2015-16	2016-17	2017-18
Town Clerk (CiLCA qualified)	Emerging legislation Election procedures Pension administration	Emerging legislation CPD – minimum of 12 points for Local Council Award Scheme	Emerging legislation CPD – minimum of 12 points for Local Council Award Scheme
Deputy Clerk (CiLCA qualified)	Informed by appraisal (Dec 2014) Election procedures	Informed by appraisal (Dec 2015) to include CPD	Informed by appraisal (Dec 2015) to include CPD
Clerk's Assistant	Informed by appraisal (Dec 2014) IT skills training update	Informed by appraisal (Dec 2015)	Informed by appraisal (Dec 2015)
Clerk's Assistant	Informed by appraisal (Dec 2015) Website development if contract no longer in place	Informed by appraisal (Dec 2015)	Informed by appraisal (Dec 2015)
Market Manager	Informed by appraisal (Dec 2014)	Informed by appraisal (Dec 2015)	Informed by appraisal (Dec 2015)

Councillor Training

Councillors Induction within a year of appointment

Induction with Clerk

New Councillor and Refresher Training – specific training to be arranged in May for all Councillors

Code of Conduct

Planning

Chairman of Council and Committees within 3 months of appointment

Chairmanship

Ongoing

Quarterly update sessions open to all councillors with Clerk and Deputy Clerk for overview of Council procedures and information on emerging legislation to be in the form of an Away Day

Weekly briefing sheet to all councillors from Clerk includes information on emerging legislation and regulations

Specific

All councillors are advised of training opportunities on:

New legislation

Financial management

Planning

Code of Conduct

Knowledge gained is cascaded through the Council.

Budget

The Town Clerk/RFO will identify training through reliable sources (e.g. DALC, District Council) and will prioritise need within the given budget (2015/16 level £400 for staff, £300 for councillors). Much of the training from the District Council is free of charge.

Chetna Jones

Town Clerk

September 2015