

Staff Training and Development Policy

Last reviewed: March 2023
Last adopted: July 2023
Next adoption due: May 2027

Statement of Intent

The Council recognises the importance of staff development and associated training. This policy aims at providing a framework that will enable staff to endeavour to meet their expectations.

Staffing Level

The council reviews its staffing levels annually and decides on what staff are required to meet the business. Currently most staff are part time with the exception of the Town Clerk, Admin Officer and Gardener.

The following is the deemed level of staffing currently envisaged:

- Town Clerk - 37 hours per week
- Assistant Town Clerk - up to 25 hours per week - Not filled at present
- Admin - 37 hours per week
- Gardener/handyman - 37 hours per week
- Litter Picker/Handyman - 25 hours per week
- Cleaner - 10 hours per week
- Community Centre Manager - 13 hours per week
- SWCC cleaner - 10 hours per week

Staff Development

All Staff are provided with a full Job Description before employment starts. This statement outlines clearly the role that person plays within the Council and those tasks expected of them. Regular staff appraisals will take place at which they will be given the opportunity to express their aims.

The Council will encourage any member of staff to develop within and beyond their current role.

Development may be in a variety of ways including, but not exclusive to;

- training
- tools
- equipment
- opportunity to perform other tasks

Training and Qualification

The Council actively encourages staff to participate in training programmes and seek relevant qualifications.

The Council will provide an annual training budget together with a staff travelling expenses one. Where a training requirement is identified outside that budgeted for, the Liaison Group will give due consideration and, if found to be appropriate, will recommend to Council an increase or overspend of that budget as necessary.

All staff are encouraged to impart their knowledge to other staff members, irrespective of their position, where it is to the benefit of that person(s) and the business of the Council.

Tools and Equipment

The Council recognises the need to provide the appropriate tools and equipment for staff to fulfil their job function.

The Council will provide annual budgets to cover all aspects of meeting the requirements of the jobs.

Job Opportunities

Where appropriate, staff members will be encouraged to perform tasks which, whilst not in their job description, may be beneficial to their development and the business of the Council.

This policy will be re-adopted every four years or earlier if so required by legislation or additional material.