



BARNSTAPLE TOWN COUNCIL
TRAINING STRATEGY DOCUMENT

1. Statement

The Town Council will empower its members and officers to deliver quality services at a reasonable cost and to embrace challenges and opportunities which may arise through effective community engagement. To achieve this objective the Council will identify skills and training needs for both members and officers and ensure that sufficient funding is made available to meet training and development requirements.

2. Scope of Training Strategy

Access to training is available to all employees of the Town Council and to all elected members. Employees will be encouraged to participate in training which develops their skills and knowledge and ensures compliance with current legislation. Elected members will be encouraged to participate in training which develops their skills and understanding thereby enabling them to make effective and appropriate decisions.

3. Identification of Training Needs.

Training and development needs will be identified in a number of ways, viz:

Employees	<ul style="list-style-type: none"> • Annual appraisal • Changes in legislation • Changes in service provision • Informal discussions – e.g. staff meetings • Changes in Council policies and/or priorities • Opportunities presented by community engagement and/or joint working with other authorities.
Elected Members	<ul style="list-style-type: none"> • Election to Council • Election to Chairman or Vice Chairman of committee • Audit of skills and training needs (all members) • Changes in legislation

- Changes in Council policies and/or priorities
- Opportunities presented by community engagement and/or joint working with other authorities

4. Resources

The Town Council will ensure that sufficient funding is provided within the annual budget to meet skills and training requirements. External training providers such as University of Gloucestershire, DALC, South West Regional Employers, SLCC, ILCM and NALC have been and will continue to be used together with other professional bodies offering job-specific training, e.g. ICCM.

An initial skills audit of members revealed qualifications in presentation skills, insurance, risk management and marketing. These skills will be used to provide in-house training and mentoring.

Employees are mentored in-house according to their needs and skills base by the Town Clerk. Further job-specific training and mentoring will be given as and when required, and as identified during the appraisal process.

Employees already on the higher education pathway through University of Gloucestershire will be encouraged to continue, and all staff will be offered the opportunity to improve their skills whether through distance learning, day release or job-specific training days.

5. Evaluation

Evaluation of training will be carried out as follows:-

Employees	<ul style="list-style-type: none"> • Improved performance • Appraisal targets met • Feedback from elected members and general public on quality of service provision • Increased self-confidence and assurance • Requests for further training
Elected Members	<ul style="list-style-type: none"> • Greater decision making capacity because of increased knowledge of available powers. • Well informed and conducted meetings • Positive approach to new initiatives and challenges • Willingness to invest time and money in improved services • Requests for further training