

Dover Town Council

Training and Development Policy

Adopted by Dover Town Council on 16th May 2019 - Minute No. 9c

1. Dover Town Council recognises that training and development of elected members and officers are essential to enable them to fulfil their duties in accordance with the Nolan Principles on working in Public Life and to serve the people of Dover effectively, economically and efficiently.

2. Member Training and Development

Members are responsible for ensuring that they carry out their duties in a proper manner. Member training and development allows members to ensure that they have the skills and knowledge necessary to lead the delivery of high-quality public services and they are fully aware of their responsibilities, accountabilities, legal requirements and matters of probity.

The Town Clerk is available to advise members on training and development opportunities.

Because of the enhanced responsibilities of local Councils under the Equalities Act 2019, it is mandatory for all Councillors to either undertake Equality & Diversity training provided by Dover Town Council or show evidence of attendance in an accredited professional training elsewhere.

It is also expected that Councillors on the Planning Committee undertake accredited training for Local Councils within 3 months of joining that Committee or Council will reconsider an untrained Councillors membership of that Committee.

3. Officer Training and Development

Officer training and development will be in accordance with the needs of their role and the current and future needs of the Council.

The Town Clerk is responsible to the Council for all matters related to staff management including training and development. Training and development will be managed in accordance with the standards expected of a responsible and committed employer.

4. Appropriate training and development for members and staff (in accordance with the policy on staff training costs) will be facilitated, budgeted for and funded by the Council. This will include training courses, membership fees for professional organisations, relevant publications and any other appropriate expense.
5. A record will be kept of all training and development known to be undertaken by members and officers.