



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Statement of Training Intent

Patchway Town Council is an organisation in which learning is valued. Staff and councillors will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Patchway.

All are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles as well as to the workings of Patchway Town Council
- An understanding of the direction and objectives of the Council
- An understanding of the contribution that is expected of them

For Patchway Town Council Staff

All Town Council Staff will have:

- Clear and measurable objectives for their performance at work
- An Annual Appraisal/Review of their performance, role and training needs
- A Chairman who is committed to staff development.
- Paid release from work commitments in order to undertake relevant training.
- Training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.
- All relevant policies to their job
- Any procedures the Town Council follow.

For Town Councillors

New Councillors will be expected to attend induction training provided locally by the Town Clerk and will be issued with a 'New Councillor's Pack' when joining the Council which includes:

- All PTC policies and procedures
- Annual Report
- Council Funding & Accounts (including Precept, Budget & Provisional year-end Financial report)
- PTC Councillors Personal Information Details form
- PTC Meeting Dates
- Being a Good Employer Guide – National Training Strategy for Town & Parish Councils
- Good Councillors Guide – National Training Strategy for Town & Parish Councils

Resources

The Council as a whole is responsible for monitoring and meeting the training needs of staff and councillors and managing the budget. Staff training will be identified by the Town clerk, with the assistance of the Chairman through the annual appraisal process and the cost and training provider investigated.

Adopted: 21st May 2024
Review: May 2025



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Training requirements for councillors will usually be identified by the Council and Town Clerk and opportunities to attend courses will be investigated by the Town Clerk and brought to the attention of the full council.

Appropriate sums will be made available in each budgetary period to allow required training to take place.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Avon Local Councils Association (ALCA) to enable staff and councillors to take advantage of their training courses and conferences.

Main Providers

South Gloucestershire Council (SGC)
Avon Local Councils Association (ALCA)
Society of Local Council Clerks (SLCC)
National Association of Local Councils (NALC)
Local Registered Training Providers