



Ferryhill Town Council

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Dear Councillor,

I Hereby Summon You to attend a **Meeting** of the **Corporate Governance Committee** at 6.00pm on **Tuesday, 25th March 2025**, which will be held at **Ferryhill Town Hall, Chapel Terrace, Ferryhill, Co Durham, DL17 8JL**

Dated 18th March 2025

A handwritten signature in dark ink, appearing to read 'Leanne'.

Leeanne Owens
Town Clerk

Membership:

Councillors P Atkinson, K Conroy, D Farry, L Fellows, B Lamb, J Makepeace

AGENDA

1. Apologies for Absence

2. Declarations of Interest

To invite members to declare any interest they may have.

3. Members' Dispensation

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

4. Public Participation (Subject to Public Participation Policy)

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

5. Report from Internal Auditor

To consider the progress of the audit work already completed during the period January 2025 - February 2025, including:

- 5.1 Main Accounting
- 5.2 Members Initiative Fund
- 5.3 Budgetary Setting and Budgetary Control
- 5.4 Risk Management
- 5.5 Corporate Governance Arrangements

6. Policies due for renewal

- 1. Training and Development

Subject: Training and Development Policy

Report of: Town Clerk

Committee: Corporate Governance

Date: 25th March 2025

1.0 PURPOSE OF THE REPORT

1.1 To review the Council's Training and Development Policy.

2.0 DETAIL

2.1 To comply with changes in legislation and part of good working practices, the Council is to ensure that Policies and Procedures are current and up to date. As part of the terms of reference for this Committee, the above policy falls under this Committees remit and it is due to be updated, mainly due to changes in working practices and to make it more robust than the previous policy.

2.2 I have attached a copy of the new policy as Appendix 1 and a copy of the previous policy as Appendix 2.

3.0 RECOMMENDED

3.1 That the amendments to the policies be approved.



Ferryhill Town Council

**Policy:
Training & Development
Adopted March 2025**

1.0 Introduction

This document forms the Council's Training Policy.
It sets out:

- The Council's commitment to training
- The identification of training needs
- Resources
- Training Budget
- Review of Policy

2.0 Commitment to Training

- 2.1 Ferryhill Town Council is committed to maintaining the standards expected of a local council.
- 2.2 Ferryhill Town Council expects both Councillors, the Town Clerk and all other staff employed to have the knowledge and information to enable them to carry out their roles efficiently and effectively to ensure that the Council complies with all legal and statutory requirements, functions to the highest standard, provides 'Best Value' and in keeping with its Quality Gold status.
- 2.3 This will be achieved by:-
 - Encouraging all Councillors to improve their knowledge and understanding of council work through training.
 - Expecting the Town Clerk and its other staff to undertake a programme of continuous professional development in line with the requirements of their role and in order that they keep up with all legislation and have the knowledge to be able to advise Councillors in order to allow them to fulfil their roles and ensure they comply with all legislation and legal requirements.
- 2.4 Ferryhill Town Council commits itself to identifying the training needs of its members and staff on a regular basis and will:-
 - Make reasonable financial provision in its budget for training and development each year. Currently £2,500.00 is set aside annually in the Town Council's budget however this is to be reviewed each year when the precept is set
 - Send any relevant training information to both its Councillors and staff on a regular basis
 - Take advantage of any relevant training provided freely by:-
 - ⇒ CDALC
 - ⇒ DCC
 - ⇒ County Training Partnership
 - ⇒ SLCC and any other recognised training providers

- 2.5 Prospective Councillors and applicants for any vacant posts should be made aware of the content of this policy and the expectations placed upon them when they take up a role as a Councillor or a new member of staff.

3.0 Policy Statement

- 3.1 Ferryhill Town Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally.
- 3.2 To that end the Council's intention is that Councillors, the Town Clerk and any other employees of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices.
- 3.3 The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.
- 3.4 It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective Councillors and lead a modern and progressive Parish Council of the future.
- 3.5 Councillor and staff development should be recognised as an integral part of the Council's business.
- 3.6 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development and any courses of interest will be shared with respective and Members and staff on a regular basis. In addition when staff receive their annual appraisals training will be discussed as part of this process.

4.0 Training Needs

- 4.1 Ferryhill Town Council is made up of 17 elected Councillors who are from 4 different wards in Ferryhill. Currently 11 of the elected Members are Labour Councillors, 3 are conservative Councillors and 3 are independent Councillors.
- 4.2 Ferryhill Town Council employs the following staff:

Town Clerk/RFO

Administration and Finance Manager

Events and Projects Officer

Committees/Civic Administrator

Receptionist and Communications Administrator

Town Hall Caretaker

Works Manager

Works Supervisor

Maintenance Officer

Sexton

Two Parks and Grounds Operatives and

Facilities caretaker

- 4.3 Training and development for both its members and staff will be regularly reviewed but will contain as a minimum requirement:-

Councillors:

In-house training

- a. Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, the Good Councillors Guide, policies of the Council and other information deemed relevant to fulfil the role.
- b. Access to relevant courses provided by external bodies such as
 - ⇒ Durham County Council,
 - ⇒ CDALC
 - ⇒ CTP
 - ⇒ SLCC

- 4.4 Expenses can be claimed for attending briefings, consultations and other general meetings for Councillors in the County.

- 4.5 Circulation of documentation such as briefings and newsletters/magazines to all Councillors.

New Councillors

- 4.6 New Councillors (Elected, Co-opted and appointed Councillors) will each receive the above but also be encouraged to attend:-

- ⇒ Induction training given by the Clerk
- ⇒ Appropriate 'New Councillor' training given by CTP
- ⇒ Any additional training aimed at new Councillors.

5.0 Clerk/Responsible Financial Officer

- 5.1 The immediate training needs of a new appointment will be identified prior to job advertisement and interview and re-assessed and implemented once the appointment has been made.

- 5.2 The Clerk will be required to undertake ILCA (if not already gained) and subsequently CiLCA (if not already gained). Gaining the Certificate of Local Council Administration (CiLCA) within 24 months of appointment would be anticipated for all clerks where the council has a turnover of >£100,000 annually.
- a Attendance at a 'New Clerk's' training courses or similar
 - b Any other training relevant to the proficient discharge of their duties such as:-
 - ⇒ I.T, Legal Powers, Finance, Planning etc
 - ⇒ As identified through regular training needs assessments
 - ⇒ Attendance at relevant training courses and/or local meetings of external bodies
 - c Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council.
 - d Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes will be encouraged and monitored.
 - e Expenses for attending briefings, consultations, training and any other general meetings will be paid by the Parish Council.

6.0 Identifying Training Needs

- 6.1 To provide appropriate training, development and learning opportunities for all Councillors and staff will be identified through self-assessment, the Council's aims and objectives and changes in legislation
- a. Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council as a standing item on the monthly agenda.
 - b. Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions and annual staff appraisals.
 - c. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

7.0 Training / Resources

- a) The Council as a whole is responsible for monitoring and meeting the training needs of clerk and members and managing the budget.

- b) Training requirements will usually be identified by the Council and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

- c) The Clerk / Officers

The Clerk will be expected to hold or be working towards:-

- ⇒ ILCA (The Introduction to Local Council Administration) as a minimum for all Clerks
- ⇒ CiLCA (Certificate in Local Council Administration) for all Clerks to Councils with a turnover >£100,000 and the Council will provide appropriate training and support to enable these to be achieved.

Time will be allowed and remunerated for attendance at such training that is necessary to meet these objectives.

The Council may decide to support the Clerk to undertake further training or education at its discretion.

- d) Councillors

Councillors will be encouraged to undertake additional training relevant to their role as a Councillor. These can include Standards, Planning, HR etc.

8.0 Training Budget

- 8.1 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.
- 8.2 The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Durham Association of Town and Parish Councils (CDALC) to enable clerk and councillors to take advantage of their training courses and conferences.

9.0 Evaluation and Review of Training

- 9.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.
- 9.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.
- 9.3 The Clerk will maintain a record of training attended by themselves and Councillors.

This Policy was adopted by Ferryhill Town Council

Signed: (Chairman) Date:

FERRYHILL TOWN COUNCIL



POLICY

TRAINING

Introduction

Training and development are important in ensuring the Council meets its corporate aims and objectives. They provide the appropriate skills required to deliver high quality services and the management skills necessary to plan and deliver those services.

The Council wishes to encourage staff in training and development within its resources and therefore training opportunities will be determined and prioritised by the need to meet service requirements, delivery and corporate policies.

The policy is part of the Council's Performance Management Framework, enabling the Council to direct its training and development activities towards achieving its aims and targets.

The Council is committed to the four principles found in the Investors in People Standard, even in the event that the Council decide to discontinue with the standard in future years:

- 1 A commitment from the top to develop all employees to achieve its objectives.
- 2 To review regularly the needs, and to plan the training and development, of all employees.
- 3 To take action to train and develop individuals, on recruitment, and throughout their employment.
- 4 To continuously evaluate its investment in training and development to assess achievement and improve future effectiveness.

The Council is also committed to training and development for employees and members of the Council, to enable them to carry out their roles effectively.

IDENTIFICATION OF TRAINING NEEDS

Employees

All employees are encouraged to be proactive in identifying their training and development needs.

Induction training and an Induction Pack are provided for all new employees.

Managers will be responsible for identifying training needs due to changing circumstances, health and safety issues or new legislation and appropriate training will be given whenever necessary.

The Council operates an annual Staff Appraisal Scheme, which is designed to identify any training and development requirements.

Following completion of these appraisals, a Corporate Training Plan is developed and associated budget identified.

Additional training may be requested via Managers at any time.

Members

- Induction training is provided for all new Members.

- Individual training requirements are discussed with Members and training plans developed.
- Members are offered specialist and in-house training on an ad hoc basis.

Volunteers/Youth Council

- Specialist in-house training is given on an ad hoc basis.
- Where necessary, professional training is provided.

PRIORITISING TRAINING AND DEVELOPMENT

Any personal development training will be prioritised as follows:

- Corporate/Service delivery
- Specialist needs
- Improve existing skills
- Personal development

Employees

- **Corporate Training** - should be attended by all staff, or which relates to organisational policy or procedures. This may be carried out locally or in-house.
- **Departmental Training** - training which applies to employees within a specific department only.
- **Qualification Training** – any member of staff may apply to take qualification training. Authorisation and sponsorship will be dependent upon corporate and service priorities and each application will be considered on this basis.
- **NVQs** – these are viewed as a means of accrediting existing knowledge and the Council wishes to encourage and develop this type of qualification.
- **Seminars/Conferences** – are an opportunity to get up to date information and network with other organisations.
- **CPD** – any training and development key to the CPD of an individual will be supported.

Members

Training and development opportunities are available through the County Durham Association of Local Councils and also in-house.

Evaluation of Training

All employees and Members who undertake training are asked to complete a training evaluation form upon completion of the training to measure its relevance and effectiveness.