



Minehead Town Council Training and Development Policy Adopted:

POLICY UPDATE TIMELINE

Policy Number	Version	Owner	Date Published	Review Date	Review Team
TBC	V1	MTC	NA	June 2025	Risk, Policy and Procedures Advisory Group. Town Clerk
TBC	V2	MTC		July 2025	Minehead Town Council

Distribution:

Internal: All MTC Staff

External: Councillors

Approved:

1. Purpose

The purpose of this policy is to set out Minehead Town Council's commitment to the continuous training and development of its employees and elected councillors. It ensures that all personnel are equipped with the necessary knowledge, skills, and competencies to deliver high-quality services and perform their roles effectively.

2. Scope

This policy applies to all employees and elected or co-opted councillors of Minehead Town Council.

3. Definitions

- **Training:** Activities aimed at improving an individual's capacity to perform their current role.
- **Development:** Broader learning initiatives that support career growth and future roles.
- **Councillor:** Elected or co-opted member of Minehead Town Council.
- **Staff:** Employees of Minehead Town Council.

4. Policy Statement

Minehead Town Council is committed to fostering a learning culture by supporting training and development for all staff and councillors. The Council aims to:

- Promote continuous improvement and professional growth
- Ensure access to relevant, high-quality learning opportunities
- Meet statutory and service delivery obligations

5. Policy Principles

- Training will be planned, purposeful and aligned with organisational priorities.
- Opportunities will be fair, inclusive, and accessible to all.
- Training decisions will reflect fairness, transparency and value for money.

6. Objectives

- To identify and address learning and development needs
- To improve service delivery through upskilled personnel
- To support employee motivation, retention, and progression

- To enhance councillor knowledge of local government, community engagement and governance

7. Responsibilities

Line Managers/Supervisors

- Identify training needs through regular one-to-one meetings, appraisals, and service reviews
- Ensure timely access to appropriate training opportunities
- Support the application of learning in day-to-day work

Employees

- Take ownership of their personal and professional development
- Actively participate in training and apply learning to their role
- Provide feedback on the quality and relevance of training attended

Councillors

- Engage with induction and ongoing development activities
- Commit to continuous learning to support good governance
- Share learning to enhance overall council effectiveness

Staffing Sub committee

- Maintain accurate training records
- Organise and monitor delivery of training programmes
- Recommend budgets that reflect the training needs of staff and councillors
- Monitor compliance with mandatory training requirements

8. Types of Development Opportunities

- In-house induction for all staff and councillors
- Mandatory/statutory training (e.g., health and safety, safeguarding)
- Job-specific technical training
- Soft skills development (e.g., communication, leadership)
- E-learning and self-directed learning
- Attendance at conferences, seminars and workshops
- Opportunities for mentoring and job shadowing
- Support for obtaining relevant professional qualifications

9. Councillor-Specific Training

The council will provide:

- A comprehensive induction programme
- Core training on roles and responsibilities, governance, and code of conduct
- Topic-specific sessions (e.g., planning, scrutiny, finance)

- Access to Somerset Association of Councils (SALC) and relevant external training

10. Training Needs Analysis

Training needs will be identified through:

- Regular one-to-one meetings and annual appraisals
- Service reviews and statutory or regulatory requirements
- Feedback from audits, complaints, or peer reviews
- Self-assessment and reflective practice
- Emerging changes in legislation, technology, or council priorities

11. Budget and Resources

- The Council will allocate an annual budget to support identified training needs.
- All training decisions will ensure value for money and relevance.
- External funding sources and shared opportunities will be explored where feasible.
- Where the Council funds high-cost training (e.g., exceeding £1,000), employees may be required to sign a training agreement committing to a repayment clause if they leave the Council within 12 months of completing the training. This condition will be clearly communicated and agreed in writing prior to the commencement of training.

12. Evaluation and Monitoring

The Council will evaluate training to ensure effectiveness and continuous improvement, using:

- Participant feedback and post-training reviews
- Performance metrics and service delivery indicators
- Follow-up assessments where appropriate. An annual report on training activities will be submitted to the relevant committee. This policy will be reviewed at least once every three years, or sooner in response to legislative or organisational change.

13. Equality and Inclusion

Minehead Town Council is committed to ensuring that training and development opportunities are accessible to all, regardless of protected characteristics, working patterns, or personal circumstances. Reasonable adjustments will be made as necessary to remove barriers to participation.