



# Sudbury Town Council

## Training and Development Policy

### Introduction

1. Sudbury Town Council is committed to providing effective training and development for all councillors, staff and volunteers to ensure that they are fully prepared for their respective roles and that they keep up to date with all changes in legislation or best practice.
2. Sudbury Town Council's four-year strategic business plan will set the context for the training plan in order to align the personal development needs of individuals with the work required by the council. This will be achieved through a training needs analysis process, run by the Deputy Town Clerk.
3. An annual review of the training needs analysis will feed the budget process to ensure that the necessary resources of finance and time have been allocated. As the structure of the earmarked reserves (EMR) is transformed, it may be beneficial to develop an EMR dedicated to training to even-out the fluctuations between years.
4. Sudbury Town Council is mindful of both its legal and moral duties to ensure that councillors, staff and volunteers are properly trained for their roles. This will ensure that vital council services are delivered in accordance with current legislation and in the most cost-effective manner. It is also important that all councillors and staff embrace the spirit of continuous professional development during their time with the council. Through this process, Sudbury residents will be reassured that they are getting the best possible service from their council.
5. Each councillor and each member of staff will have a personal development plan drawn up in consultation with the Deputy Town Clerk which will identify what induction programmes, internal training events and externally run courses are required for their specific situation. These will be prioritised to ensure that there is a realistic balance between the time available, the dates of external courses and the funding allocated. All councillors and staff are encouraged to 'take ownership' of their own continuous professional development and to work with the Deputy Town Clerk to tailor it to their needs.
6. Prospective councillors and applicants for posts in the Town Hall should be made aware of the content of this policy and the expectation that they will engage in the training process.