



EMERSONS GREEN TOWN COUNCIL

Training: Statement of Intent

Date approved: 3rd September 2026

Approved by: Finance and Partnership Committee

Next Review date: September 2029

Contents

1. Introduction	2
2. Training	2
3. Training Aims	2
4. Council Commitment	3
5. Staff Training	3
6. Councillor Training	4

1. Introduction

Emersons Green Town Council (the Town Council) is committed to provide a level of training for both its members and staff to enable them to undertake their respective roles for the betterment of not only the Town Council and the community it serves, but also the personal development of staff and councillors alike.

2. Training

Training is defined as a 'planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation'. Learning can be categorised into the following: Intuitive - learning which happens by chance and we may not be conscious of it. Incidental - learning by reflection on particular events or activities. Retrospective - a system approach to reflecting on activities and identifying what we have learned from them. Proactive - planning to learn from an activity, reflecting on it and planning to use what we have learned. It is anticipated that member/staff learning will reflect many of the above.

3. Training Aims

The Town Council's training aims are the following:

- a) To improve the understanding of its members, of their role as a local Councillor, the powers available to the Town Council and how best to utilise the resource available to the Town Council for the betterment of the residents it serves.
- b) To provide the necessary training to its staff to ensure that they are able to undertake their respective roles.
- c) To put in place an acceptable level of succession planning in order to:
- d) Ensure the Town Council can operate effectively following local elections and potential changes to the Town Council membership;
- e) Ensure the Town Council can continue to operate during times where staff may be unavailable e.g. holiday, sickness, staff turnover, etc.
- f) Ensure the Town Council is successful in obtaining Quality Council Status as part of the Local Council Award Scheme.

4. Council Commitment

Action	Frequency
Allocate a training budget to cover provision of training activities, attendance at conferences and training publications for members and staff.	Annually

5. Staff Training

Action	Frequency
All new staff to undertake Induction Training	As and when required
All staff to receive performance reviews to develop training needs	Annually
All office-based staff encouraged to undertake the following, for which the Town Council will provide financial support: Introduction to Local Council Administration (ILCA)	Ongoing
The Town Clerk or Deputy Clerk will be encouraged to undertake the following, for which the Town Council will provide financial support: Certificate in Local Council Administration (CiLCA)	Ongoing
All staff encouraged to read regular publications and updates, relevant to their role, from organisations including, but not limited to: • Society of Local Council Clerks (SLCC) • National Association of Local Councils (NALC) • Institute of Cemeteries and Crematorium Management (ICCM) • National Association of Civic Officers (NACO) • Association for Accounting Technicians (AAT)	Weekly, monthly, depending on publication

All staff encouraged to attend training, seminars and ongoing conferences relevant to their position.

6. Councillor Training

Action	Frequency
All Councillors to be provided with New Councillor Induction Pack and to receive a short induction session as soon as practicable following election or co-option.	As and when required
All Councillors encouraged to attend Councillor training as soon as practicable after co-option/election or at any time for a refresher.	On election/co-option to office
All chairs and vice-chairs are encouraged to undertake Chairmanship training.	As and when required
All Councillors are encouraged to attend conferences and ongoing training events as appropriate to needs and responsibilities of the individual Councillor and the Town Council as a whole.	On election/co-option to office
All Councillors are encouraged to attend conferences and Ongoing training events as appropriate to needs and responsibilities of the individual Councillor and the Town Council as a whole.	Ongoing
All Councillors encouraged to read the following publications: • The Good Councillor's Guide (2024) • The Good Councillor's Guide to Employment (2023) • The Good Councillor's Guide to Finance (2025) • The Good Councillor's Guide to Community Business (2020)	On election/co-option to office and when required

• The Good Councillor's Guide to Neighbourhood Planning (2017)	
--	--

All relevant policies and procedures shall be made readily ongoing available to all Councillors via the Town Council Sharepoint.