

## Report of the Town Clerk / RFO

### Staff Training

#### Background

1. Members will note that all staff undertook, in April 2017, an appraisal. Part of this appraisal process identified training needs, which were discussed with colleagues. Areas identified where additional skills were required included; core skills around local government administration, social media and search engine optimization, events and project management.
2. Members will also note that council has previously expressed a preference for its Town Clerk to be a holder of a Certificate in Local Council Administration [CILCA], in order for the council to be able to progress towards Quality Council status.
3. While it is proposed to use existing Google resources to progress staff training in social media and search engine optimization. However, other needs [core skills in local government administration] and specific requirements related to Quality Council status will require formal qualifications.
4. CILCA registration costs £250 while a basic course on local council administration [Introduction to Local Council Administration - ILCA] costs £99. The existing provision budget for staff training is £300.
5. It is therefore proposed to recommend that council vire £200 from reserves to the Staff Training Budget to cover the costs of CILCA course for the Town Clerk, and ILCA course for two other members of staff.
6. In addition, while BTC pay SLCC membership for its staff, there is no clear budget for these SLCC membership costs; in terms of CPD, the SLCC and NALC are invaluable in enabling staff to keep up with the latest trends and to learn from best practice elsewhere. Previously these costs, estimated at £550pa, have simply been subsumed into a general subscriptions budget. To formalise the situation a staff professional membership budget of £600 should be established.
7. However, membership is only part of the process of benefitting from the SLCC and NALC, with attending meetings and conferences forming another part. These costs are indeterminate, but should not exceed £1000 in any given year, including mileage and expenses.
8. There is no budget for other health and safety related training, such as for a First Aid qualified member of staff to attend meetings or events, or for training in event related skills such as traffic marshalling. A budget of £500 should cover the costs of such training.

9. The council seriously lacks project management skills, and the supporting methodology. It is proposed that a budget of £1000 be set aside to allow up to two members of staff to obtain a Foundation Certificate in Project Management by distance learning.

#### Recommendations

1. It is therefore recommended to the committee that the committee recommend to council that a virement of £3300 be made from operational reserves to the Administration:  
Staffing cost centre for training and subscriptions
2. That the Town Clerk be given authority to allocate funding from within this budget to the purposes described in paragraphs 1-7, and that the Town Clerk consult with the Committee Chair before entering into any commitments except those specified above.