

**Portishead Town Council Staffing & Finance Committee Agenda item 7:
Recommendation to approve the staff and Councillor Training Programme
Wednesday 24th November 2021**



It is recommended that the Council introduces mandatory training programmes for both staff and Councillors in a number of key legislative and important areas. Most other Council's provide this activity and it enables an even more efficient Council, which ultimately provides a better service to residents and development opportunities for the team.

The recommended mandatory training programmes are:

All staff training:	Frequency	Method	Provider
Anti-bribery	Annual	Online	Avon Local Councils Association
Council policies and processes	Annual	Face to face	Town Clerk
Customer Service	Annual	Online	Avon Local Councils Association
Cyber User Awareness	Annual	Online	Avon Local Councils Association
Display Screen Equipment	Annual	Online	Avon Local Councils Association
Equality, Diversity & Inclusion	Annual	Online	Avon Local Councils Association
Fire Safety	Annual	Online	Avon Local Councils Association
GDPR	Annual	Online	Avon Local Councils Association
Health & Safety	Annual	Online	Avon Local Councils Association
Hidden Disabilities	Once	Online	Hidden Disabilities organisation
Information Security	Annual	Online	Avon Local Councils Association
Introduction to Councils	Once	TBC	Avon Local Councils Association
Manual Handling	Annual	Online	Avon Local Councils Association
Microsoft basics	Once	Face to face	Contractor
Personal Safety	Annual	Online	Avon Local Councils Association
Communication and delivery training	Once	Face to face	Contractor
Time Management	Annual	Online	Avon Local Councils Association
Additional training for managers			
Team Leadership Essentials	Annual	Online	Avon Local Councils Association
Freedom of Information	Annual	Online	Avon Local Councils Association
Modern Slavery Awareness	Annual	Online	Avon Local Councils Association
Additional for budget supervisors			
Anti-money laundering	Annual	Online	Avon Local Councils Association
Budgeting basics	Annual	Online	Avon Local Councils Association
All Councillor training:			
Anti-bribery	Annual	Online	Avon Local Councils Association
Council policies and processes	Annual	Face to face	Town Clerk
Equality, Diversity & Inclusion	Annual	Online	Avon Local Councils Association
Finance for Councillors	Annual	Online	Avon Local Councils Association
GDPR	Annual	Online	Avon Local Councils Association
Hidden Disabilities	Once	Online	Hidden Disabilities organisation
Information Security	Annual	Online	Avon Local Councils Association
Introduction to Councils	Once	TBC	Avon Local Councils Association
Personal Safety	Annual	Online	Avon Local Councils Association

Other mandatory courses may be introduced by the Town Clerk as the need / regulation arises.

The cost for team members and Councillors to complete these mandatory courses would be around £8,000 in the 1st year, with an on-going annual cost of around £5,000 from year 2 onwards. It is also recommended that the Council sets aside at least £4,000 for discretionary staff training; required to develop skills and expertise to maximise productivity, based on the individual's requirements.

Recommendations:

- 1 To authorise the Town Clerk to arrange the mandatory training courses as specified.
- 2 To agree the budget allocation for both mandatory and discretionary training for the Town Clerk to organise appropriate provision.