

## **CROMER TOWN COUNCIL TRAINING POLICY**

The Town Council is committed to training its staff and members. It recognises that well trained and informed officers promote good practise in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation the Town Council values the time given by its members to their community and this policy is aimed at maximising the rewards from that time by ensuring that its members understand and enjoy the role they undertake in their community.

### **STAFF**

- The Town Council will encourage its officers to attend training meetings and pay expenses arising from such training. The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks
- Contracts of employment and job descriptions given to staff members will include details of the Town Council's commitment to training.
- The Town Council has a commitment for its officers to be members of the Society of Local Council Clerks recognising that it is a lead provider in on-going training for officers.
- Training and Development are the responsibility of each staff member. Employees should be pro-active in identifying their training and development needs

### **MEMBERS**

- The Town Council will encourage all of its members to attend training meetings and pay expenses arising from such training.
- The Town Council will ensure that all of its new members receive induction training. Training will include matters relating to committee functions, council responsibilities and audit and financial management as required by the Accounts and Audit Regulations 2006.

### **EVALUATION**

- All staff and members who undertake training will complete an evaluation on completion of the training to measure its relevance and effectiveness. The evaluation will be brought to the Personnel Committee for regular evaluation of the Council's investment in training

### **GENERAL**

- The Town Council will maintain a library of current publications on books offering advice concerning all aspects of local government
- The Town Council is committed to offering support to its local area parish councils.
- The Town Council is committed to networking with other councils, as it sees this as an effective means of information gathering.

- The Town Council has a commitment to membership of the Norfolk Association of Parish and Town Councils recognising that it is a lead provider in training for councillors and officers.
- The Town Council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.

Reviewed June 2018