



TRAINING POLICY

Adopted 18 May 2015 Minute No.7

Reviewed: Annual Meeting of Town Council 22 May 2017 (Minute No.TC1866/4)

Next Review: Annual Meeting of Town Council May 2018

The Council will ensure that there is sufficient budget allowance to provide professional training to all members of staff and Councillors.

The Council will monitor progress of this policy and ensure its effective delivery.

Staff

This Policy is designed to ensure that staff skills are enhanced, updated, relevant, and that staff are fully equipped to fulfil their role. The Council will encourage all staff to attain training awards which increase their abilities and qualification. The Council will keep a record of the training outcomes in the individual's Continuing Professional Development file.

All new staff will be encouraged to follow a relevant path of study through SLCC, GAPTC, ILCM, CIPFA or other recognised education establishments or specialist training facilities. The Council will reward staff for attainment where qualifications increase the value of their input by reference to the NALC salary SCP scales.

Councillors

This Policy is designed to ensure that Councillors have the necessary knowledge and confidence to act on behalf of the electorate. The Council will encourage all Councillors to attend training conferences and seminars to gain knowledge of specific subjects as well as an overall overview of the role of Councillor and functions of a Council.

In addition:

- The Council will ensure there is a comprehensive Information Pack available to new staff and Councillors and access to reference books.
- The Council will arrange at least 1 bespoke in-house training session per annum.
- The Council will make appropriate allowance for expenses incurred in attending training in the form of a mileage allowance (45p per mile) and subsistence (up to £4 per day) in the case of training off-site and accommodation (up to £30 per night) in the case of training being outside a reasonable travelling distance.

- The Council will record the training undertaken within its Annual Report at the end of each year.