

## **TRAINING POLICY**

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

The Town Council will encourage its officers, staff and members to attend training meetings and will pay reasonable expenses arising from such training.

The Town Council will identify training needs in the light of Council objectives and individual requirements via informal discussions and questionnaires and formal appraisals and interviews.

The training offered to officers will be not less than the minimum requirement of Continuous Professional Development as laid down by the Institute of the Society of Local Council Clerks.

Contracts of employment and job descriptions for officers and staff will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks.

The Town Council will ensure that new members receive adequate training at the earliest opportunity in their term of office.

The Town Council will ensure that the costs of training and appropriate professional membership fees are adequately covered as an annual budget item.

The Town Council is committed to maintaining membership of the Norfolk Association of Parish and Town Councils in recognition of the training and support that it provides for officers, staff and members.

The Town Council will maintain a library of relevant publications offering advice and guidance on all aspects of local government.

The Town Council is committed to offering support to Parish Councils in its local area and to working with other Councils where co-operation is beneficial to the needs of the Town Council.

Adopted 2008