

Hexham Town Council

Training and Development Policy

Agreed by Council on 5 September 2016

Date for Review: October 2024

Hexham Town Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

1. Hexham Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews, and formal and informal discussions, as well as other methods as appropriate. Any member of staff is welcome to raise any training issue at any time with their manager.
2. Hexham Town Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses including any costs for the course arising from such training.
3. The training offered to the Clerk will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Institute of the Society of Local Council Clerks.
4. Hexham Town Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to audit and financial management.
5. Hexham Town Council will evaluate and measure the impact and effectiveness of all training by completing evaluation forms.
6. Hexham Town Council will maintain a library of current publications offering advice concerning all aspects of local government.
7. Hexham Town Council is committed to networking with other Councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.

8. Contracts of employment and job descriptions given to staff will include details of the Council's commitment to training.
9. Hexham Town Council is committed to its Clerk being a member of the Society of Local Council Clerks, recognising that it is a lead provider in training for officers. This commitment extends to the Clerk being a Principal of the Society and to the CPD required to retain this status.
10. Hexham Town Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget and that membership fees for the Association and Society of Local Councils are included in the budget.
11. Hexham Town Council will maintain a training record (as below) giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

STAFF/COUNCILLOR TRAINING RECORD

Name:

Job Title:

Qualification/Course Attended and Provider	Date	Date any Refresher Course Needed/CPD Points

Readopted October 2018 and October 2021– Date for Next Review: October 2024
clerk@hexhamtowncouncil.gov.uk