

TRAINING POLICY

HONITON TOWN COUNCIL

Responsibilities

Honiton Town Council takes very seriously its responsibility to ensure that adequate and appropriate training is made available to its staff, Members and volunteers and an annual budget is agreed as part of the precept setting to cover such training. All training undertaken will support the Town Council's Service Plan.

Identification of Needs

a) Staff

Training needs of staff are identified at induction and at annual appraisal. These relate to both skills and personal development.

b) Members

All members training needs will be assessed by the Town Clerk and each member will be advised of what training courses they must attend. Failure to attend within one year of notification of training needs or appointment as councillor may affect their opportunity to be a member or chairperson of a committee, sub-committee or working group

c) Volunteers

Training needs of volunteers are regularly reviewed by the Clerk during regular review meetings relating to specific projects.

Specific Training Needs

a) Staff

The Clerk will be expected to qualify to a minimum of CiLCA standard (Certificate in Local Council Administration)

The Deputy Clerk will be expected to qualify to a minimum of SLCC Working with Your Council

b) Members

All Members will be expected, subject to availability, to undertake training within a year of appointment in

- Training for New Councillors and Refresher training for Re-elected Councillors
- Code of Conduct – may include briefing by Clerk
- Planning
- General Power of Competence

c) Chairman

All members appointed as chairman or vice-chairman will be expected to attend a chairmanship training course within 3 months of appointment.

Record Keeping


The Clerk will ensure that records are maintained identifying the training undertaken by staff, Members and volunteers and any reports/evaluations completed.

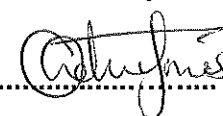
Evaluation

All attendees will be required to undertake a review of training undertaken and this will be used to assess the effectiveness of delivery and the impact on the participant.

Review

Honiton Town Council will review its training policy through its Policy committee at least every two years.

Signed:  Chairman of the Council

Signed:  Town Clerk

Dated: 14th October 2015