



TEWKESBURY TOWN COUNCIL

Training and Development Policy

Policy Statement

Tewkesbury Town Council is committed to offering its staff and Councillors the highest standard of training. Funds are allocated to a training budget each year to enable staff and Councillors to discharge their duties as effectively and efficiently as possible.

General Training and Development Activity

- The Clerk will advise members of staff and Councillors when relevant training opportunities are available.
- The Town Council will identify training needs whilst considering the overall objectives of the Council as well as the needs of the individual. This will be monitored by the Clerk, by Councillors during staff appraisals, formal and informal conversations and any other methods as appropriate.
- The Council will encourage training and pay expenses arising from such training.
- The Council will ensure that all new Councillors are offered training at the earliest opportunity - either in house or externally if appropriate training is available.
- The Town Clerk will maintain a library of relevant publications offering information on all aspects of local government.
- The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- The Council is committed to the Clerk being a member of the Society of Local Council Clerks.
- The Council is committed to being members of the Gloucestershire Association of Parish and Town Councils and recognizes the training opportunities it offers.

Training for Councillors

- Invitation to an induction session explaining the role of a Councillor.

- Advice on where to find relevant documents such as Standing Orders, Financial Regulations, Code of Conduct, all policies of the Council, budget information and other information deemed relevant.
- Invitation to attend 'Being a Better Councillor Course' (GAPTC) and other relevant courses
- Circulation of documentation such as briefings and newsletters/magazines

Training for the Clerk and or other Administrative Staff

- Induction session explaining the role of the Clerk
- Provision of / signposting to all policies and procedures
- A tour of the Parish particularly the areas owned or managed by the Town Council where applicable
- Attendance at "Clerks The Knowledge" or similar courses where applicable
- Support in studying for the Certificate in Local Council Administration (CILCA)
- Any other training relevant to the discharge of their duties, identified through annual appraisal
- Subscription to relevant publications and advice services
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications

Review

The policy will be reviewed every three years or in the case of new legislation.