



# **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 therefore allocated to a training budget each year to enable staff and Councillors to discharge their duties as effectively and efficiently as possible.

### **Training and Development**

Tewkesbury Town Council consists of 16 Councillors (elected and co-opted) and employs a Town Clerk, two Administration Support Assistants, a full time Toilet Cleaner and part time Toilet Cleaner.

### **General Training and Development Activity**

- The Clerk will alert members of staff and Councillors when new 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 receive adequate training at the earliest opportunity either in house or externally if appropriate training is available.
- The Council will evaluate and measure the effectiveness of all training attended.
- 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

- Attendance of induction session explaining the role of a Councillor.
- Provision of information file containing copies of Standing Orders, Financial Regulations, Code of Conduct, all policies of the Council, budget information and other information deemed relevant.
- Attendance at Being a Better Councillor (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 all policies and procedures and other information deemed relevant
- A tour of the Parish particularly the areas owned or managed by the Town Council
- Attendance at “Clerks The Knowledge” or similar courses
- Gaining 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 annually.