



THETFORD TOWN COUNCIL

TRAINING POLICY

(as adopted on 29th July 2009 under minute 159/09)

- Thetford Town Council (hereinafter 'The Council') is committed to training its staff and members. It recognises that well-trained and informed officers promote good practice in its organisation, whilst engaged and enthusiastic members can promote and encourage activity within the wider community for the public good.
- The Council values the time given by its members to the Thetford community and this policy aims to maximise the benefits resulting from that commitment by ensuring that members understand their role.
- The Council will identify training needs in the light of the overall objectives of the Council and requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and both formal and informal discussion.
- The Council will encourage its officers and all of its members to attend training events and cover any expenses that may arise relating thereto.
- The Council will ensure that all of its members are offered adequate training at the earliest opportunity in their term of office; this may relate to audit and financial management, as required by the Account and Audit Regulations 2006.
- The Council will evaluate and measure the impact and effectiveness of all training received.
- The Council will maintain a library of current publications offering advice on all aspects of local government.
- The Council is committed to offering support to other town or parish councils in its local area.
- The Council is committed to networking with other councils, deeming this an effective means of information gathering, with a possible linking in to training events organised by other councils.

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- Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.
- The Council has a commitment to membership of the Norfolk Association of Local Councils (= Norfolk ALC), recognising it as a lead provider of training for councillors and officers.
- The Council has a commitment to its Clerk maintaining membership of the Society of Local Council Clerks, recognising it as a lead provider of training for senior officers. This commitment may extend to the Clerk's joining in due course the Institute of Local Council Management, subject to that body proving its worth to the satisfaction of the Council.
- The Council will ensure adequate budgetary provision for both officer and member training (to include membership subscriptions).
- The Town Clerk is responsible for ensuring that all members of staff are trained so that the activities of the Council are carried out safely.

Mayor and Chairman

Town Clerk

Date: