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TRAINING & DEVELOPMENT POLICY

Agreed at its meeting on 4 June 2019

AIMS

Costessey Town Council is committed to training its staff and members and will provide adequate finance and resources to meet all appropriate and identified training and development needs.

Council recognises that its Members and Employees are its most important resource. The Council is committed to encouraging both Members and Employees to enhance their skills, knowledge and qualifications through training and development activities. Some training is also necessary to ensure compliance with all legal and statutory requirements.

Council recognises that well-trained and informed officers, grounds staff and members promote good practice in its organisation; this in turn increases and encourages activities and work for the community and enjoyment for staff and members.

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

OBJECTIVES

- 1 Costessey 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 formal and informal discussions, interviews and staff appraisals.
- 2 The Town Council will encourage its officers, grounds staff and all of its members to attend training sessions and pay expenses arising from such training.
- 3 The Town Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- 4 The Town Council will provide links to on-line publications concerning all aspects of local government as required.
- 5 The 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.
- 6 Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. The Town Clerk and Deputy Clerk **must** maintain membership of the Society of Local Council Clerks, (SLCC) recognising that it is a lead provider in training for officers.
- 7 Council will support other relevant training for other staff members as required to ensure compliance with all legal and statutory requirements, and further develop staff knowledge and skills
- 8 The Town Council has a commitment to membership of the Norfolk Association of Local Councils recognising that it is a lead provider in training for councillors and officers.
- 9 The Town Council will ensure that training for officers, and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.
- 10 This Policy is to be reviewed every four years.