



TRAINING AND DEVELOPMENT POLICY

Maltby Town Council is committed to training and developing its staff and Councillors. It recognises that well trained informed officers promote good practice within the Council and Community and help them and the Councillors meet the duties and responsibilities placed upon them. This policy is aimed at ensuring that Councillors understand and enjoy the role they undertake and are properly equipped for it.

- The Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of individuals. This will be done by means of staff appraisals, questionnaires, formal and informal discussions as well as other appropriate methods.
- The Town Council will provide adequate training budgets for Councillors and Staff.
- The Town Council will encourage its employees and all of its Councillors to attend training courses and training meetings and will pay expenses arising from such training.
- The training offered to the Clerk will be no less than the minimum requirement for Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- The Clerk will identify training and development for all staff.
- The Clerk will prepare a draft training and development schedule for Councillors and Staff for approval to the Finance & Staffing Committee for consideration.
- The Finance & Staffing Committee will evaluate and measure the impact and effectiveness of all training.
- The Town Council will maintain a library of current publications on books offering advice concerning all aspects of local government, these books cannot be removed without prior agreement with the Clerk.
- The Town Council is committed to networking with other councils, as it sees this is an effective means of information gathering and where possible to link in with training events held by other councils.
- Staff and Councillors will be expected to fill out an evaluation form on training to ascertain if the training has been effective.
- The Town Council will maintain a training record for all Staff and Councillors giving details of dates, titles and providers of development activity undertaken by employees and Councillors.