



Elstree and Borehamwood Town Council

Training Policy for Councillors and Staff

Introduction

A commitment to Continuing Professional Development (CPD) through training is one of the core values of Elstree and Borehamwood Town Council and applies equally to both Staff and Council Members alike.

Councillors

- Training needs are determined by the General Management Committee (meeting 6 times per year).
- New Chairmen of Committees are encouraged to undertake the Chairmanship course organised by HAPTC.
- New Councillors are encouraged to undertake the Basic Council Skills course organised by HAPTC.
- Members are advised of the availability of all HAPTC organised and advertised courses by way of a monthly 'Members' Update' publication prepared by the Town Clerk.
- Members are provided with an opportunity to suggest new course ideas for approval by the General Management Committee

Staff

- Training needs are determined by the appraisal process and are set as targets for individual Staff Members by the Town Clerk on a yearly basis.
- Staff are also advised of the availability of all HAPTC organised and advertised courses by way of a monthly Staff Meeting.
- Two Staff Members (one Office based and one Site based) are required to hold valid First Aider qualifications (St John Ambulance).
- In setting the annual Staff Training Schedule, the Town Clerk is mindful of any recommendations made by the Council's Health and Safety Advisors and Internal Auditors.

Budgets

Sufficient funds are allocated in the budget for Staff and Members for training purposes with a forecast of anticipated expenditure presented to Members for consideration each year as part of the Budget setting process in the November/December Committee cycle. Separate budget headings are allocated for Members, Staff and the Town Clerk.

Outcome

An annual training schedule is developed based on evidence based findings. A sample follows of a notional schedule:

	Identified Need	Proposed Training	Dates/Venue/Cost
Events Coordinator	Deputising for Town Clerk	CiLCA Qualification	HAPTC Training Course and Registration £200+£150
Transport Forum Chairman	New Chairman	Chairmanship Skills	HAPTC Training Course and Registration £35

Date Policy Reviewed:

8 February 2018

Review Body: General Management Committee

Review Period: every 3 years

Next Review: February 2021