



## **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
- New Chairs of Committees are encouraged to undertake the Chairing Meetings course organised by HAPTC.
- New Councillors are encouraged to undertake the Basic Council Skills course organised by HAPTC.
- Members are advised of the availability relevant organised and advertised courses
- Where the same Member wishes to attend more than three organised courses per year where a fee is applicable, the GMC must provide authority for the expenditure to be made
- 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:

	<b>Identified Need</b>	<b>Proposed Training</b>	<b>Dates/Venue/Cost</b>
<b>Entertainments Officer</b>	Deputising for Town Clerk	CiLCA Qualification	HAPTC Training Course and Registration £200+£150
<b>International Affairs Sub-Committee Chair</b>	New Chair	Chairing Skills	HAPTC Training Course and Registration £35

**Date Policy Reviewed:**

4 February 2021

**Review Body:** General Management Committee

**Review Period:** every 3 years

**Next Review:** February 2024