



## TRAINING POLICY

Reepham town council is committed to training its staff and members. It recognises that well trained and informed officers promote good practise in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a voluntary organisation the council values the time given by its members to their community and 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.

The 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 staff appraisals and formal / informal discussions.

The town council will encourage its officers and all of its members to attend training meetings and pay expenses arising from such training.

The town council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office.

The town council 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.

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.

Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks, which provides on going training for its officer members.

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.

The town council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association are included in the budget.

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