



NEWHAVEN TOWN COUNCIL

Training Policy – Statement of Intent

Newhaven Town Council is committed to training its staff and elected members and recognises that well trained and informed staff promote good practise in its 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 and are able to discharge that role effectively.

1. Newhaven Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of each individual. This will be done for staff by means of staff appraisal and supervision processes. All councillors are encouraged to participate in introductory and advanced training offered by SALC and other courses relevant to their council and committee roles. Notice of relevant training opportunities will be circulated to all as they are received in the office.
2. Newhaven Town Council recognise that must also be responsive to certain situations such as:

- Changes in legislation
- Changes in Quality Assurance Systems
- New and revised qualifications
- Accidents and Incidents
- Professional errors and mistakes
- New equipment and software systems
- New working methods
- Complaints to the council
- Requests from staff and councillors

3. Newhaven Town Council will encourage its staff and all of its members to participate in relevant training and pay expenses arising from such training provided it has been approved in advance by the Clerk.
4. The training offered to its staff will be no less than the minimum

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requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.

5. Newhaven Town Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office.
6. Training will be provided for staff and members (where appropriate) in matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
7. Newhaven Town Council will maintain a selection of up-to-date publications/books offering advice concerning all aspects of local government.
8. Newhaven Town Council is committed to offering support to neighbouring area Parish Councils.
9. Newhaven 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.
10. Contracts of employment and job descriptions given to staff members will include details of the Council's commitment to training.
11. Newhaven Town Council has a commitment to membership of the Sussex Association of Local Councils recognising that it is a lead provider in training for councillors and staff.
12. Newhaven Town Council has a commitment for its Clerk to be a member of the Society of Local Council Clerks recognising that it is a lead provider in training for officers.
13. Newhaven Town Council will ensure that training for both officers and members is adequately covered as a training item in the annual budget and that it will be reviewed annually.
14. Newhaven Town Council will ensure that there is adequate budget provision for membership of the Sussex Association of Local Councils and the Society of Local Council Clerks.