



**Knutsford Town Council**

# Training and Development Policy

November 2019

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Version	
Approved	15/11/2019
Version	2019.01

## Commitment to Training

Knutsford Town Council is committed to the ongoing training and development of members and employees to enable them to make the most effective contribution to the Council's purpose, aims and objectives in providing the highest quality representation and services for Knutsford.

Where the Council covers the costs of a course it shall also cover any reasonable travel and subsistence costs.

## Training and Development of Members

The Town Clerk may authorise member attendance at any training event relevant to their council/committee roles within the approved budget.

The Town Council will:

- 1) Encourage all Members to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Members are offered appropriate training and induction at the earliest opportunity.
- 3) Require Members to have undertaken Chairmanship training before being appointed as a committee Chairman.
- 4) Require Members to have undertaken training in local council finance to serve on the Finance Committee, the planning system to serve on the Planning and Licensing Committee and general human resources to serve on the Personnel Committee.
- 5) Provide an annual opportunity for Members to discuss their development, training needs and any issues affecting their role with the Town Clerk.

## Training and Development of Employees

The Town Clerk may authorise employee attendance at any relevant training or professional development within the approved budget. The Town Clerk may only authorise his own



training and development with the approval of the Town Mayor who may require the decision to be made by the Personnel Committee.

The Town Council will:

- 1) Encourage all Employees to undertake training relevant to their specific roles and to the needs of the Council, ensuring that the Town Clerk attains at least 12 CPD points annually and encouraging other officers to attain a similar level of professional development.
- 2) Ensure that new Employees are provided with appropriate training and induction at the earliest opportunity.
- 3) Provide regular employee development reviews.

## Membership of External Organisations

The Town Council recognises that through its membership of external organisations it has access to support, knowledge and discounted training. As such the Council shall be a continuous member of:

- a) Cheshire Association of Local Councils (ChALC)
- b) National Association of Local Councils (NALC).
- c) National Association of British Market Authorities (NABMA)
- d) National Allotments Association
- e) Institute of Cemetery and Crematorium Management (ICCM)
- f) any other organisation that a relevant committee deems pertinent.

The Town Clerk and Planning and Facilities Officer shall be members of the Society of Local Council Clerks (SLCC).

