

ELLESMERE TOWN COUNCIL

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ELLESMERE TOWN COUNCIL TRAINING POLICY

Ellesmere Town Council (ETC) is committed to offering and encouraging continuous training for all their staff and members. It recognises that to be well training and informed promotes good practice in its organisation and increases and encourages the activities for community work.

ETC 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 the community.

ETC will identify training needs in the light of the overall objectives of the Council and the requirements of the individual by means of staff appraisals, interviews and formal and informal discussions. Decisions regarding training needs of individual councillors or members of staff are made by the Chairman of the Staffing and Governance Committee and the Town Clerk.

ETC will encourage its members to attend training meetings relevant to their specific roles and needs of the Council.

ETC will ensure that the training offered to its members will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.

ETC will ensure that all new members received appropriate training at the earliest opportunity and will be presented with a Councillor File containing all relevant information about becoming a Councillor on ETC. For all councillors in-house training to meet specific needs will be arranged to enable all councillors to attend. If this is not possible and ETC deems that training is necessary then all approved training costs will be met by ETC.

ETC will ensure that training for members and staff is adequately covered as a training item in the annual budget. Also, that membership fees for associated organisations are included in the budget.

ETC will maintain a selectin of current publications offering advice concerning all aspects of Local Government.

ETC is committed to networking with other Councils as an effective means of information gathering where possible to link in with training events held by other Councils.

Contracts of employment and job descriptions will include details of the Council's commitment to training.

Adopted by Full Council: Monday 5th October, 2015