

TRAINING POLICY

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

HTC 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.

HTC 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 Personnel Sub-Committee and the Town Clerk.

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

HTC will ensure that the training offered to its officers will be no less than the minimum requirement of Continuous Professional development relevant to post as defined by the Institute of the Society of Local Council Clerks.

HTC will ensure that all new members receive appropriate training at the earliest opportunity. For all councillors in-house training to meet specific needs will be arranged where possible to enable all councillors to attend. If this is not possible and HTC deems that training is necessary then all approved training costs will be met by HTC.

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

HTC will maintain a selection of current publications offering advice concerning all aspects of local government.

HTC is committed to networking with other councils 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 include details of the Council's commitment to training.