

Hawkinge Town Council



Training and Development Policy

Date of review -

Version	Purpose / change	Author	Date Adopted	Minute no
1	New issue	S Wills	8 December 2021	2294

TRAINING & DEVELOPMENT POLICY

1. Hawkinge Town Council (HTC) is committed to offering and encouraging continuous professional development 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.
2. 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.
3. 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 the Town Clerk and the Personnel Committee.
4. HTC will encourage its officers and all members to attend training relevant to their specific roles and the needs of the Council.
5. HTC will ensure that the training offered to the Town Clerk and her officers will be no less than the minimum requirement of Continuous Professional development relevant to the post as defined by the Institute of the Society of Local Council Clerks.
6. HTC will ensure that all new employees and members receive an appropriate induction and health and safety training at the earliest opportunity. For all councillors an in-house induction and training to meet specific needs will be arranged where possible to enable all councillors to attend. If this is not possible and it is deemed that training is necessary, then all approved training costs will be met by HTC.
7. HTC will ensure its members and officers receive relevant training to ensure compliance with the General Data Protection Regulations.
8. 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.
9. HTC will maintain a selection of current publications offering advice concerning all aspects of local government; available from the Town Clerk.
10. 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 others.

11. **Individual requests for training and development**

You can request training and development at any time, but this will usually be done within the performance review process, as outlined above. You should channel requests through the Town Clerk.

12. **Coaching and mentoring**

HTC encourages line managers to provide coaching and mentoring support for employees who are undergoing training and development. Managers have a responsibility to ensure that the skills and knowledge of more experienced employees are shared with more junior employees to ensure that learning occurs in a planned way.

13. **Equal opportunities**

Decisions relating to training and development should be made fairly and consistently, and equality of opportunity should be provided for all staff in this area. Please refer to the Council's Equal Opportunities Policy.