

# **WINDERMERE TOWN COUNCIL**

## **TRAINING POLICY**

Adopted by Full Council on 25<sup>th</sup> July 2018: Revision due July 2020

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### **Introduction**

Windermere Town Council is committed to ensure that its Clerk and Councillors are provided with the training they require to ensure they can carry out their duties to the best of their abilities.

### **Policy Statement**

Training needs for the Clerk are identified as part of the annual performance appraisal. Councillors are responsible for identifying their own training needs, which change over time, depending on their role and/or representation of the Council at external meetings.

### **Training and Development Activity**

#### **New Councillors:**

Each new Councillor is issued with an information folder upon their acceptance of office, which includes copies of the Standing orders, Financial Regulations, Code of conduct and the Good Councillor guide. They are also provided with the dates of New Councillor courses run by the Cumbria Association of Local Councils (CALC) and encouraged to attend.

#### **Serving Councillors:**

Councillors receive regular email updates and newsletters via the Clerk, aimed at ensuring they are aware of key developments locally and nationally. They are encouraged to attend relevant training courses and the CALC half yearly list of training courses is circulated to enable individual councillors to plan any training they wish to attend. The Mayor and Deputy Mayor are encouraged to attend the CALC new Chairman's course whenever necessary.

#### **The Clerk & Responsible Finance Officer (RFO):**

The Clerk is provided with a contract of employment setting out clear objectives and expectations He/She is encouraged to attend all relevant CALC clerks training courses including the new clerks' course on appointment. The Clerk receives an employment and salary review annually from the council, where any further training needs may be identified. The Clerk is expected to achieve at least 10 Continuing Professional Development (CPD) points per annum.

If not already qualified, the Clerk is supported and encouraged to gain the Certificate in Local Council Administration (CiLCA). The Clerk is supported to attend relevant local meetings such as Clerks forums and briefings. The Town Council pay subscriptions to relevant publications, advice services and professional bodies.

The Town Council maintains a small library of up to date publications to assist both Clerk and Councillors in research and development.

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#### Resourcing Training :

During the annual budget process, a training and expenses budget is set aside and evaluated for its adequacy.

#### Evaluation and review of training

The Clerk will maintain an updated training record for all Councillors and the Clerk. Following attending any training the person who attended will report back to the Clerk & Mayor on the relevance and effectiveness of the training supplied