

MILDENHALL HIGH TOWN COUNCIL

The Pavilion, Recreation Way, Mildenhall, Bury St. Edmunds, Suffolk. IP28 7HG



TRAINING POLICY

The Town Council is committed to training its staff and members. It recognises that well trained and informed officers promote good practice in its organisation and increase and encourage the activities for community work and enjoyment within its membership. As a third tier local authority the Council values the time given by elected 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 their community.

- The Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews and formal and informal discussions.
- The Town Council will encourage its officers and all of its members to attend training meetings and pay expenses arising from such training.
- The training offered to its officers will be no less than the minimum requirement of Continuous Professional Development required by the Institute of the Society of Local Council Clerks.
- The Town Council will ensure that all of its new members receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006 and subsequent legislation.
- The Town Council will evaluate and measure the impact and effectiveness of all training.
- The Town Council will maintain a library of current publications on books offering advice concerning all aspects of local government.

Mildenhall High Town Council
Training Policy

First Adopted: April 2021

Last adopted: April 2021

Due for review: April 2024

- The Town Council is committed to networking with other councils, as it sees this 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 given to staff members will include details of the Council's commitment to training. Officers are encouraged to maintain membership of the Society of Local Council Clerks, which provides on going training for its officer members.
- The Town Council has a commitment to membership of the Suffolk Association of Local Councils recognising that it is a lead provider in training for Councillors .
- The Town Council has a commitment for its Town Manager (and other officers at the discretion of the Council) to be a member of the Society of Local Council Clerks recognising that it is a lead provider nationally and locally in training for officers.
- The Town Council will ensure that training for both officers and members is adequately covered as an item in the annual budget; that membership fees for the Association and the Society are included in the budget.