

South Kirkby and Moorthorpe Town Council



TRAINING POLICY

South Kirkby and Moorthorpe Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with new legislation, guidance etc. To facilitate this, funds are allocated to a training budget each year to so that staff and councillors receive appropriate training for their respective roles.

South Kirkby and Moorthorpe Town Council employs 13 full-time staff, nine part-time staff and a pool of casual staff for the Grove Hall bar. The Council has 15 councillors. The Council's training needs therefore cover many different areas and impose additional training responsibilities on the Council in managing the health, safety and welfare of its staff and councillors.

The Employment Committee is responsible for meeting the training needs of staff and councillors. Staff training is identified by the Town Clerk and a request is submitted to the Employment Committee (which meets every three weeks). The Employment Committee considers each request in accordance with the requirements of the role concerned, lawful compliance, Council policy, Council objectives and cost.

Training requirements for councillors will usually be identified by the Leader of the Council, the Employment Committee Chair and the Town Clerk. Opportunities to attend courses will be investigated by the Town Clerk and reported back to members accordingly.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC), Yorkshire Local Council's Association (YLCA) and the National Association of Councillors (NAC) to enable staff and councillors to take advantage of their excellent, local council sector training courses, seminars, conferences etc.

All members of staff will be expected to attend all relevant training days whenever possible. Councillors will be invited to attend training days which are relevant to their office.

Induction training is conducted by the Town Clerk for all new employees.

New councillors have an induction meeting with the Town Clerk and are provided with an information pack.