

# Haywards Heath Town Council

## STATEMENT OF INTENT ON TRAINING

Haywards Heath Town Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

Haywards Heath Town Council employs 3 full-time staff and 2 part-time staff and in addition 5 full-time grounds staff who work in the town maintaining the town facilities. Its training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of its staff.

The Staff Working Party will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Clerk through the annual appraisal process and the cost and training provider investigated. A training schedule will then be prepared and submitted to the Staff Working Party committee for approval to ensure the training is relevant and fit for purpose.

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Grounds staff and caretaking staff will require specialised training in their respective fields. Such training will be identified and either be carried out in-house or by specialist training centres as is appropriate.

The principles of the National Training Strategy for Town and Parish Councils, is recognised as an excellent strategy for both administrative staff and councillors. All new members of administrative staff will be expected to undertake the 'Working With Your Council' course and senior officers will be expected to go on to take the 'Cilca' and Local Policy Certificates.

The Clerk will be expected to attend all relevant training days whenever possible and other members of staff and councillors will be expected to attend training days which are relevant to their office.

New Councillors will have an induction meeting with the Clerk and will be provided with an information pack containing the documents as set out on the attached list.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

All training undertaken will be evaluated by the Personnel Committee to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

**Adopted on:** 10<sup>th</sup> September 2012 at the meeting of the Policy and Finance Committee, ratified at the meeting of the Full Council on 17<sup>th</sup> September 2012.

**Review date:** September 2013

**Reviewed by:** Staff Working Party