

RAYLEIGH TOWN COUNCIL - Training Policy

Statement of commitment to training for staff and Councillors:

The Council will consider that training is provided for any Members or Staff who request to attend courses. In house training will be provided by the Clerk and Committee Clerks. All new Councillors and staff are supported by one to one induction to the Council by the Clerk. All Members and Staff are expected to complete the Roles and Responsibilities Course held by the EALC when joining the Council. Councillors are provided with a "New Councillor's Pack when joining the Council provided by the EALC/Council. The Clerk should be a qualified clerk with the Cilca Qualification or working towards this qualification. All staff to be trained in conjunction with legislation and as required for updates in legislation.

Identification of Training Needs:

There is an annual appraisal system in place for staff which highlights any training which is required by staff and the requirements of individuals. EALC training is reported to the Policy and Finance Committee to give the opportunity for staff and Councillors to request attending.

Resourcing Training to meet Needs: Training requirements are planned into the budget and are in place for both Councillors and staff to support training identified. Organisations that provide training (this is not a definitive list and can be added to) : EALC, Essex County Council, Software providers, BT, RDC. Expenses will be paid for travel costs to staff and Councillors

Keeping the Council Up-to- Date:

The Council subscribes to the following publications which are available to staff and members for reference. Local Council Review which is published by NALC. NALC Topic Notes and information, Clerks and Councils Direct journal.

The Council is also a Member of the Essex Association of Local Councils and Essex Playing Fields Association. Web sites are continually used for up-to date information.