



AYLESBURY
TOWN COUNCIL

Training Policy Statement for Members and Officers

The Town Council is committed to training its employees and members. It recognises that well trained and informed Officers promote good practice in its organisation, increasing as well as encouraging the activities for community work and enjoyment within its membership. As a voluntary organisation the Council values the time given by its members and employees to their community and this policy is aimed at maximising the rewards from that time by ensuring its members and employees understand and enjoy the role they undertake in their community.

- The 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 employee appraisals, questionnaires, interviews, formal and informal discussions as well as other methods as appropriate.
- The 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 (SLCC).
- The Council will ensure that all of its new members and employees receive adequate training at the earliest opportunity. Training will include matters relating to Audit and Financial management as required by the Accounts and Audit Regulations 2006.
- The Council will evaluate and measure the impact and effectiveness of all training.
- The Council will maintain a library of current publications on books offering advice concerning all aspects of local Government.
- The Council is committed in offering support to its local area Parish Councils (i.e. cluster group).

- The Council is committed to networking with other Councils, as an effective means of information gathering, and where possible merge with training events held by other Councils and share good practice.
- Contracts of employment and job descriptions for employees will include details of the Council's commitment to training. The Town Clerk and Deputy Town Clerk are encouraged to maintain membership of the SLCC, which provides on-going training.
- The Council has a commitment for its Clerk/Deputy Clerk to be a member of the SLCC recognising that it is a lead provider in training for Officers.
- The 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.

Adopted by Policy Committee	Ratified by Town Council	Reviewed	Amended	Next Review Date
October 2016	November 2016			
26 January 2021	11 February 2021	January 2021	January 2021	January 2023
25 October 2023	14 December 2023	August 2023	August 2023	August 2025