



## Training & Development Policy

Crediton Town Council is committed to offering and encouraging continuous training for both its staff and members. It recognises that to be well trained and informed promotes good practice in its organisation and increases and encourages the activities for community work.

1. The Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual by means of staff appraisals, interviews and formal and informal discussions.
2. The Council will encourage its officers and all members to attend training meetings relevant to their specific roles and to the needs of the Council.
3. The Council will ensure that 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.
4. The Council will ensure that all new members receive appropriate training at the earliest opportunity.
5. The Council will ensure that training for both officers and members is adequately covered as a training item in the annual budget. Also that membership fees for associated organisations are included in the budget.
6. The Council is committed to networking with other councils as an effective means of information gathering and where possible to link in with training events held by other councils.
7. The Council will maintain a selection of current publications offering advice concerning all aspects of local government.
8. The Council is committed to maintaining membership of Devon Association of Local Councils and the Society of Local Council Clerks in recognition of the training and support that it provides officers, staff and members.
9. The Council will maintain a Training Log giving details of dates, titles and providers of development activity undertaken by staff and Councillors.