

TRAINING STATEMENT OF INTENT

Hemsworth 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.

Hemsworth Town Council employs full-time staff and part-time staff, plus seasonal staff as required for Hemsworth Water Park and the Lakeside Cafe. 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 Council will be responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Clerk along with a training schedule and costings and the Clerk will report to the Council and seek 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, Leisure Attendants and Catering staff may require specialised training in their respective fields and arrangements with appropriate training consultants or at specialist training centres will be sought.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Yorkshire Local Council's Association (YLCA) to enable staff and councillors to take advantage of their excellent training courses and conferences.

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.

Induction training and an information pack will be provided for new employees.

New Councillors will have an induction meeting with the Clerk and will be provided with an information pack.

All Councillors and the Clerk who attend training are expected to report back to the full Council either verbally or by means of circulating the minutes of the meeting attended or both. This includes an assessment of the relevance of the course.

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