

*Halewood*



*Optima Petimus*

# **Halewood Town Council**

## **Training Policy**

<b>Contents</b>		<b>Page</b>
1	Policy Statement	3
2	Elected Members	3
3	Employees	4
4	Resources	4

## HALEWOOD TOWN COUNCIL

**SUBJECT:** Training Policy

**APPLICABLE:** Town Councillors and Employees

### 1. POLICY STATEMENT

Given the roles and responsibilities of Town Councillors, Halewood Town Council (HTC) recognises the need to ensure that Members are effectively trained to fulfil their duties to the best of their ability.

Similarly, HTC accepts its responsibilities to train its staff efficiently and sufficiently in order that the Council can provide the best service to the community.

This policy supports both the recognition and responsibilities outlined above.

### 2. ELECTED MEMBERS

Members of the Lancashire Association of Local Councils (LALC), HTC is de facto, also a member of the Lancashire and Merseyside Training Partnership (L&MTP).

The aim of the partnership is to develop and deliver a sustainable training programme throughout Lancashire and Merseyside and to ensure that careful budgeting will enable training courses to be sustained in the long term without detriment to either smaller or larger Town and Parish Councils.

The L&MTP provides training for Clerks and Elected Members which are regularly advertised on their website [www.lalc.org.uk](http://www.lalc.org.uk) and in the Newsletter and include workshops on:

- Chairmanship
- Effective Meetings
- Planning
- Community Engagement
- Finance
- New Councillors and Clerks.

The Town Manager will regularly advise Elected Members of forthcoming workshops and Elected Members wishing to attend any of the workshops should advise the Town Manager who will make application for places.

Additionally, Elected Members are also able to access training sessions provided by the Principal Authority on a variety of matters e.g. Ethics and Standards, Code of Conduct. The Town Manager will advise Town Councillors of such opportunities and make appropriate arrangements.

From time to time, the Town Manager may conduct training sessions specifically for Halewood for Town Councillors and / or arrange for specialist training to be provided e.g. fraud and audit. Alternatively, should Town Councillors consider they, either as individuals or collectively, require training on a particular subject, the Town Manager will make the appropriate arrangements.

**3. EMPLOYEES**

HTC is committed to developing it’s staff in order to assist the council in achieving it’s aims and priorities and it will ensure that training is available to meet the particular demands of their job.

HTC’s staff appraisal process is key to the identification of training needs and when identified and agreed, it will be appropriately delivered having regard to the time, cost and individual preference of the member of staff.

The impact of training will be measured as part of the PR&D process.

**4. RESOURCES**

HTC provides a training budget for Elected Members and Employees and in particular, will take into account:

- the identified training and development requirements based on a needs assessment
- training and development needs that are essential to improve and progress the agreed policies and strategies of HTC
- the costs of training, development and learning.

<b>Last Review Date</b>	November 2025
<b>Next Review Date</b>	May 2027
<b>Review Cycle</b>	2-yearly