

## **Billericay Town Council Training**

- 1 The Town Council encourages all members and staff to undertake training.
- 2 Prior to the preparation of the Estimates, consideration will be given to:
  - (a) identifying the training needs for the forthcoming year to enable the Council to comply with new legislation, the introduction of new and revised qualifications and the provision of new equipment;
  - (b) the financial provision to be included within the Town Council budget heads in respect of:

Council Members:	Training
	Travel/Subsistence
Staff:	Training
	Travel/Subsistence
- 3 The annual list of courses provided by the Essex Association of Local Councils (EALC)/Training Partnership will be circulated to all members providing the opportunity for appropriate courses to be diarised. Details of all training courses/conferences received from training and other organisations will be submitted to all members via the Finance & General Purposes Committee and the Town Council
- 4 After Elections all new members will be encouraged to attend courses provided by the EALC/Training Partnership particularly the 'New Councillors' and 'Roles and Responsibilities' courses.
- 5 Staff will also be encouraged to attend relevant training courses with all expenses being met by the Town Council.
- 6 When the Annual Staff Appraisal is undertaken, the Clerk will be invited to identify training needs for the forthcoming financial year and members will also use this opportunity to notify the Clerk of training which they would like to see undertaken by the staff.
- 7 A register will be kept identifying the training undertaken by both members and staff.