

OTTERY ST MARY TOWN COUNCIL

TRAINING STATEMENT OF INTENT
Reviewed and approved March 2018
Review Date March 2020

RESPONSIBILITIES

Ottery St Mary Town Council takes very seriously its responsibility to ensure that adequate and appropriate training is made available to its staff, members and volunteers. All training undertaken will support the Council's ambitions to be fully qualified and trained to a high standard. An amount is agreed to support this in the annual precept.

STAFF

Training is identified at an annual appraisal, progress being monitored on a six month basis. These relate to ever changing procedures and personal development and enhancing individual skills.

TOWN CLERK

The Clerk will be expected to qualify to a minimum CiLCA standard. There will be a time limit to achieve this set by the Human Resources Management Committee if a Clerk comes into post without this qualification

MEMBERS

All Members will be expected, subject to availability to take training in:-

- Training for New Councillors and continual training for existing councillors
- Code of Conduct
- Planning
- General Power of Competence
- Financial Management of the Council

NOTIFICATION OF TRAINING OPPORTUNITIES

The Clerk will ensure all staff and members are made aware of training opportunities that are available and will keep a record of all training that is undertaken.

REVIEW

The Training Statement of Intent will be reviewed at least every two years

Signed

Councillor P Bartlett
Mayor of Ottery St Mary

Date: