

## Appendix A

### Training for Councillors and Staff

All councillors and staff must familiarise themselves with all WTC policies and the Standing Orders, Financial Regulations, Office/Councillor Protocol and Civility & Respect Pledge, which are available from the Town Clerk. The Town Clerk will circulate policies as they are reviewed and updated.

The following are the minimum requirements. Any further training requested will be considered as per the Training Policy.

Who	Course/Requirement	When
<b>All Staff &amp; Councillors- including volunteers</b>	Safeguarding Training	As soon as possible
<b>All office staff</b>	All Microsoft packages- online training	Ongoing
<b>All Office staff</b>	Rialtus	Within 3 months of joining
<b>Office Administration/Receptionist</b>	ILCA managed by EALC/SLCC	Within one year of joining
<b>Office Administration/Receptionist</b>	Allotments managed by EALC	Within 3 months of joining
<b>Office Administration/Receptionist</b>	Management of Cemeteries managed by EALC	Introduction to Cemeteries- within 3 months of joining. Follow up courses e.g memorials, burial permits, within one year
<b>Office Administration/Receptionist</b>	Keep up to date on latest cemetery management guidance provided by the ICCM	Ongoing
<b>New Councillors</b>	New Councillor training provided by the EALC	As soon as possible
<b>New Councillors</b>	Familiarisation with the New Councillor pack which includes: <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Equality &amp; Diversity Policy</li> <li>• Civility &amp; Respect Pledge</li> <li>• Officer/Councillor Protocol</li> </ul>	As soon as possible
<b>Chairs</b>	Chair training provided by EALC	Within 3 months of being elected Chair of the council. Recommended for Committee Chairs.



	<p><u>Phase 3</u> 360 mini digger up to 5 tonne - outside certification Dumper driving -outside certification WAH-outside certification MEWP-outside certification Safe use of pesticides-outside certification</p>	<p>Within 2 years – on an as and if required basis</p>
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