

**To review Employment Law training for Line Managers and consider any actions and associated expenditure**

It is extremely important that heads of departments are trained when managing staff as well as up to date on Employment Law changes. This includes:

Town Clerk/RFO  
Assistant Town Clerk  
Finance Officer  
Service Delivery Manager  
Community Hub Team Leader

Human Resources Support Consultancy are available on the following dates and times to carry out Employment Law training:

Tuesday 4<sup>th</sup> July 2023

Wednesday 5<sup>th</sup> July 2023

Tuesday 25<sup>th</sup> July 2023

Wednesday 26<sup>th</sup> July 2023

Cost £450 per session – 10am to 4pm

**Budget code:** P&F Staff Training

**Budget availability:** £4,542

**Budget code:** Service Delivery Staff Training

**Budget availability:** £10,185

**Budget code:** Library Staff Training

**Budget availability:** £1,101

**End of Report**

**Town Clerk**