



# TRAINING POLICY

## Purpose

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's Services effectively, efficiently and safely.

### 1. **STAFF TRAINING**

- 1.1 The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, it is essential that they have the skills and knowledge to carry out their duties efficiently, effectively and safely.
- 1.2 Each member of staff has an appraisal at least once a year. During this appraisal training needs are discussed and agreed. It will also be agreed whether the line manager or the member of staff is responsible for arranging agreed training.
- 1.3 Line managers will discuss and agree training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.
- 1.4 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.
- 1.5 For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.
- 1.6 Line managers are responsible for keeping staff training records up to date.

## 2 COUNCILLORS TRAINING

- 2.1 As the policies of the Town Council are set by the Council as a corporate body, it is essential that all Councillors have the necessary skills and knowledge.
- 2.2 All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing Council of relevant training opportunities and arranging agreed training.

## 3 DELIVERY

- 3.1 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore close links have been established with various external training providers.
- 3.2 The Council has specific budgets for staff training and Councillor training.

## 4 REVIEW, FEEDBACK AND SHARED LEARNING

- 4.1 Staff and Councillors are encouraged to evaluate training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

Date of Approval	29 June 2015
Latest date of next Review	22 June 2018
Cross Reference Documents	