



Wotton-under-Edge Town Council

TRAINING POLICY

Reviewed Feb 2017, next Review Feb 2019

Aims

Wotton-under-Edge Town Council recognises that training and development for Councillors and employees is a major investment in its ability to deliver effective products and services and we will seek to create a culture of continuous development. We will:-

1. Provide adequate training budgets to achieve our objectives.
2. Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
3. Provide the necessary opportunities, resources and support wherever possible to enable employees/Councillors to attain and maintain the required knowledge, skills and abilities.
4. Include all forms of learning designed to improve the performance, abilities and potential of Councillors and employees.
5. Where appropriate, be involved in Government initiatives.
6. Ensure that the training and development activities are based on a system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives.
7. Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to identify needs; the process will conform to our Equal Opportunities Policy.
8. The annual appraisal system for employees will address training and development needs and may set annual targets if appropriate.
9. Induction training will be made available for all newly elected Councillors and additional specific training will be on-going, either in-house or out-sourced. Training records for Councillors and employees will be maintained in support of the Local Council Award Scheme.
10. Councillors and employees will have responsibility to apply positive attitudes and action in their development and to assist the Town Council's achievements.
11. A record of training attended by Members and Staff is held by the Town Council as part of the Quality Status Award.