



SANDHURST TOWN COUNCIL - TRAINING POLICY

Commitment to Training

Sandhurst Town Council recognises the value of learning and is committed to maintaining the highest standards. In order to achieve and sustain the high standard of performance expected of the Council, it will identify and budget for training as appropriate for its Executive Officer, staff and Councillors.

The Council believes that it is equally important to train the Executive Officer, staff and Councillors which enables the Council to carry out its functions in an appropriate, effective and professional manner. This allows the Council to provide a proper level of service to the residents of Sandhurst.

The Executive Officer, staff and Councillors will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of Sandhurst Town Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them; and
- Training which will include conferences, courses, briefings and seminars.
- An appraisal which will provide a framework of support and development to ensure that they are able to carry out their duties in a way which will contribute to the Council's success and also give them opportunities for their own professional development.

Identification of training needs

Staff training will be identified through the use of the Council's annual appraisal system.

Training needs for staff will include:

- Clear and measurable objectives for their performance at work;
- An annual review of their performance, role and training needs;
- A personal development plan which addresses their development needs;
- A Chair/Chairman and Executive Officer committed to staff development;
- Paid release from work commitments to undertake training;
- Training and certification in accordance with all legal and statutory, including Health and Safety, and Environmental requirements according to their role.

Training needs for Councillors will include:

- New Councillors will be given a New Councillor Pack on joining the Council;
- New Councillors will be encouraged to undertake New Councillors Training provided by HALC;
- Specific training based on need and role will be reviewed annually;
- Should the Council as a whole need training to meet a specific need, the Executive Officer will source the appropriate provision;
- Non-attendance by Councillors at training sessions will be recharged to the individual unless there are extenuating circumstances.

Should new legislation or equipment be introduced during the year, appropriate training will be sought.

Any other needs will be addressed through consultation and ascertaining which courses would be appropriate for them to attend.

Training requirements will be assessed annually as part of the budget setting process and approved sums will be made available in each budgetary period to allow required training to take place.

ADOPTED 27/9/18

REVIEW SEPTEMBER 2020