

Ware Town Council

Training Policy

This Policy was approved by the Council on 30 October 2017

This Policy will be reviewed by one year after last review

It is the Council's policy that all Ware Town Council employees and Councillors will be trained to a high standard to ensure that they are able to achieve the Council's objectives as efficiently as possible.

1. STAFF TRAINING

- 1.1 The employees of the Council are seen as being fundamental in all areas of its service delivery and development. Accordingly, it is essential that they are all fully trained to carry out their duties as efficiently and effectively as possible.
- 1.2 Accordingly, each member of staff take part in an annual appraisal. During this appraisal training needs are discussed.
- 1.3 To ensure a motivated and skilled workforce providing a high standard of service to the public, all employees will be required to notify their line manager of any areas of work in which they feel they require training.
- 1.4 Additionally, through staff appraisals any weaknesses in staff training will be highlighted and thereafter addressed.
- 1.5 The Council has also set aside a specific budget for staff training.

2 COUNCILLOR 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 are afforded appropriate training. Accordingly, the training budget is also to be used for Councillor training.
- 2.2 All Councillors are offered the opportunity to attend all relevant training courses offered by the various service providers.
- 2.3 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 training providers including Hertfordshire Association of Parish and Town Councils, Society of Local Council Clerks and National Association of Local Councils.

3 TRAINING COURSE FEEDBACK

- 3.1 In order to evaluate training, employees and Members are required to evaluate how successful and appropriate the training has been.
- 3.2 Staff and Members are also required to produce a report on the training course attended, this should include a note on each section of the training,

what they have learned from the training and what the Town Council can use and implement in the future.

- 3.4 Employee reports are to be circulated to the line manager, and other members of staff if considered appropriate.
- 3.5 Members' reports are to be added as an Agenda Item and discussed at appropriate meetings.
- 3.6 The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

