



Staff Training Policy

February 2019

1. Background

The Council recognises the value of its staff, volunteers and members as an important asset in delivering its services to local residents. Further, the Council recognises that the benefits of having well trained personnel are that:

- Staff are better able to meet the requirements of their job descriptions and deliver effective services to the council and the community,
- Volunteer and councillors are more confident and capable in their work,
- Staff volunteers and councillors feel valued.

To achieve this, it is important that the Council determines an annual training budget, which is appropriately spent and monitored. The following guidelines will help to ensure that this is the case.

2. Definition

Training can be defined as an event or series of events which:

- Enable an employee to better perform the tasks identified in his/her job description, or
- Improve an employee's or councillor's ability to more effectively deliver the council's services or functions in line with the council's aims and objectives, or
- Keep Council up to date with all new Legislation.
- Provide mentoring opportunities.
 - Enable a group of employees or councillors to work together effectively, or
 - Provide opportunities for career development or additional responsibility within the framework of the council's services and functions.

Training can be formal or informal and may be provided by an external facilitator or internally.

3. Budget

The Council's training budget is reviewed annually and adjusted to take into account the following factors:

- Needs to be increased when the council takes on new staff or new projects and services needs to be increased in election years to facilitate training for potential new members
- Where the Council agrees training, all the costs of that training will be met by the Council. In the case of members and volunteers, this will include training and travel costs, where permitted.

Requests for training will be considered by the Personnel Sub Committee.

4. Training Plan and Records

A regular review of training needs will be undertaken by the Personnel Sub Committee and training records for staff and Councillors kept.