



Adopted by the Council at its Meeting held on

# Training and Development Policy for Councillors and Employees

The Council recognises that training and development for Councillors and employees is a major investment in its ability to deliver effective products and services and will seek to create a culture of continuous development. It will: -

1. Provide adequate training budgets to achieve its 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 to enable employees to attain and maintain the required knowledge, skills, abilities and support accreditation. Include all forms of learning designed to improve the performance, abilities and potential of Councillors and employees.
4. Where appropriate, be involved in Government initiatives.
5. Ensure that the training and development activities are based on the system of needs assessment. Priority will be given to those activities necessary to meet the Council's objectives and service delivery.
6. Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to the identified needs.
7. The appraisal system for employees will address training and development needs and set annual targets.
8. Induction training will be provided for all newly elected Councillors and additional specific training will be on-going, either in-house or out-sourced. Training records for Councillors will be maintained in support of the Quality Council Award Scheme.
9. To review the quality of training received, and to seek feedback on external training received for the benefit of all.
10. Recognise the achievement
11. Staff training (level 3 or higher qualification) any Council contribution towards training course fees will be refunded by employee if employment ends, within 6 months of the date of payment