



TRING TOWN COUNCIL

Training Policy

Tring Town Council is committed to training its Members and employees to enable the Council to carry out its functions and provide services in an effective, safe and professional manner.

Identification of Training Needs

New employees will be provided with:

- an understanding of the Council's vision and strategic objectives
- an overview of the Council's service areas
- an induction into their specific role
- health and safety information
- a copy of the Staff Handbook

Employee training needs are identified through the Council's annual appraisal process. However, staff should approach their line manager about training at any time, particularly in the light of changes in legislation which may impact on their work. Training will also be available in the event of new equipment provision.

New Members will be given a New Councillor Pack on joining the Council, and invited to an introductory training session provided by officers. Specific training will be based on need and role, and will be identified annually. All Members are offered the opportunity to attend relevant training courses.

Resourcing Training Needs

Training requirements will be planned into the budgetary process and are in place for both Members and employees to support identified training needs.

Training Records

Employee training will be recorded with personnel records.

Adopted: 23rd January 2017

Due for Review: December 2021

