

## **Sevenoaks Town Council**

### **TRAINING POLICY**

#### **Town Councillors**

1. On being elected all Councillors will be provided with a book of relevant information relating to the governance of the Town Council.
2. Newly elected councillors will be provided with the opportunity of attending a general training session relating to local councils normally provided by the County Association.
3. The newly elected councillors will be invited to an induction event arranged by the Chief Executive / Town Clerk.
4. All councillors will be provided with the opportunity to attend Code of Conduct training, normally provided by the Monitoring Officer.
5. All councillors will be provided with the opportunity to attend topic based training e.g. Planning normally provided by the County Association or District Council.
6. All councillors will be provided with information and or relevant training relating to new legislation relating to the sector.

#### **Town Council Staff**

1. The Town Council reviews its operational plan and priorities and the resources available, noting practical limitations to deliver on its aims.
2. The Town Council will provide information about training courses, induction programmes and development opportunities for all staff.
3. The Town Council will comply with Equal Opportunities policies and other council policies when assessing training and development needs.
4. Staff participate in six monthly appraisals, where objectives are reviewed and set to create a Personal Development Plan.
5. During the appraisal process training needs are identified if needed for the next six months.

6. Training provided will be evaluated to ensure that delivery is relevant to needs, cost effective and the quality of training is consistent.
7. Where appropriate for the position mandatory training will be required for the member of staff e.g. Food Safety or Child Protection.
8. The majority of training will be provided by professional external suppliers.
9. Some topic based training will be provided at the regular six weekly staff meetings.
10. Mentoring is also provided by experienced staff.
11. Staff attending approved training events are paid at their normal rates.
12. The Town Council is committed to providing opportunities for Modern Apprentices. Apprentices are paid £150 per week and where appropriate travelling costs and all costs related to attending college one day per week.