



WITNEY TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY

Witney Town Council is committed to training its officers, staff and councillors. It recognises that well trained and informed officers, staff and councillors promote good practice in the organisation. The Town Council will:-

- Encourage and support the development of knowledge, skills and abilities and recognise that there is a shared benefit.
- Provide induction training for all newly elected councillors'; additional specific training will be on-going, either with in-house or out-sourced.
- Provide adequate training budgets to achieve its objectives.
- Provide the necessary opportunities, resources and support to enable employees and councillors to attain and maintain the required knowledge, skills and abilities.
- Give priority to activities necessary to meet the Council's objectives.
- Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to identified need.
- Identify training needs for employees through the appraisal system, documented on a Training Needs and Analysis form.

All training undertaken by officers, staff and councillors will be recorded on an internal training matrix maintained by the Town Clerk.

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Revised :

Adopted by Full Council :