Kirton in Lindsey Town Council

Policy 28: Learning & Development (Training) Policy

Adopted January 2022 (v20221)

[*FC2201/08*]

Kirton in Lindsey Town Council recognises that training and development for councillors and its staff is essential to its ability to maintain good governance and to deliver effective services. It will therefore seek to create a culture of continuous development by:

1. Providing adequate training budgets to achieve its objectives;

2. Encouraging and supporting the development of the knowledge, skills and abilities needed;

3. Providing the necessary opportunities, resources and support to enable staff to attain and maintain the required knowledge, skills and abilities;

4. Including all forms of learning designed to improve the performance, abilities and potential of Councillors and staff;

5. Where appropriate, be involved in Government initiatives;

6. Ensuring that the training and development opportunities are based on needs identified by the individual or requirements of work of the Council;

7. Ensuring that training opportunities and resources are provided to Councillors and staff in an fair way related to identified needs. The appraisal system for staff will address training and development needs and set annual targets;

8. Providing induction training or information for all newly elected or co-opted councillors and additional specific training will be on-going. Training will be offered to newly co-opted/elected Councillors and will encouraged every 4 years alongside relevant training which is available on an ongoing basis. Training records will be maintained for Councillors and staff.

9. Allow all Councillors and staff to put forward training opportunities they are aware of for consideration;

10. Councillors and staff should display a positive attitude towards their development in order to assist the Town Council's achievements. If training is arranged and paid for by the Council and a Councillor/staff member does not attend without good reason, the cost will be recovered from the Councillor/staff member. The final decision if and when this arises will be made by the Personnel & Disciplinary Committee.

Signed:_____ (Town Mayor) **January 2022**

To be reviewed: January 2023

Signed: _____ (Town Clerk)