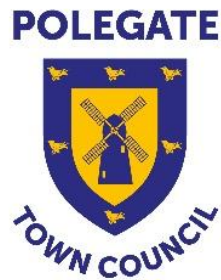


Polegate Town Council



TRAINING POLICY

Policy Number 02		
Issue No.	Date completed	Details of amendments
1	21.04.23	21.04.23 adopted by finance & policy
2	22.05.23	Adopted at Annual Stat Meeting
3	20.05.24	Adopted at Annual Stat Meeting
4	19.05.25	Adopted at Annual Stat Meeting
5	11.05.26	Adopted at Annual Stat Meeting

1. Aims

The organisation recognises that training and development for 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 seek to:

- Provide sufficient funding in the training budget to meet identified training needs and to aim for 3% of salary costs in line with the standard for the industry.
- Encourage and support the development of knowledge, skills and abilities and recognise there is shared benefit.
- Provide the necessary opportunities, resources and support to enable employees to attain and maintain the required knowledge, skills and abilities.
- Include all forms of learning designed to improve the performance, abilities and potential of employees. This includes coaching, on the job training, job shadowing, mentoring, secondments, project work, job swaps, guided reading, e-learning and formal training courses.
- Where appropriate, be involved in Government initiatives.
- Ensure that the training and development activities will be based on a system of needs assessment, priority will be given to those activities necessary to meet the organisation's objectives.
- Ensure that training opportunities and resources will be provided to employees in an equitable and fair way and related to identified needs. Clear reference to training will be included in the equal opportunities policy.

2. Arrangements

To achieve its policy objectives:

- The aim will be to provide each employee with at least 1 days training and development each year, to be by a variety of means.
- Each employee will have an individual rolling training plan.
- There will be an annual appraisal which will address training, development needs and set annual targets.
- A training strategy will be maintained and developed.
- All activity will be evaluated to measure its effectiveness and return on investment.

3. Competence Inventories

3.1 Standard knowledge/skills will be established for all jobs. These will provide the foundation against which training needs will be measured.

3.2 Completion/accreditation of the skills/knowledge will be a requirement upon employees and training programmes.

4. Employees

4.1 All employees have a responsibility to apply positive attitudes and actions in their development and to assist the organisation in the achievement of its objectives.

4.2 Undertaking all reasonable training and development activities will be a requirement of the employee's contract of employment.

5. Organisation

5.1 The Town Clerk will be responsible for ensuring implementation of the policy and the provision of training and will secure the integration of training policies and plans within the wider Council business plan.

5.2 The Town Clerk will be responsible for appraising, coaching and developing their staff.

5.3 The Council will ensure the consideration and inclusion of plans and budgets within the Council's Business Plan

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO