



Date agreed	Committee	Minute number	Renewal date
14 th November 2022	Resources	422/22.5	November 2025
7 th September 2026	Resources	214/26	September 2029

BUCKINGHAM TOWN COUNCIL TRAINING POLICY

This policy applies to employees and councillors of Buckingham Town Council ("The Council").

Purpose of Training

The purpose of training is to equip people with the necessary skills, knowledge, and attitudes to meet The Council's needs in relation to its objectives. By investing in employees (staff and councillors) through training, the Council ensures that full potential is harnessed, and energies are focussed on the needs of the Council, whilst also fulfilling the employee's need for personal development and job satisfaction.

The Council recognises that such development is a continuing process for all councillors and every employee at every level. Training is seen as a necessary investment in order to provide the excellent services The Council demands.

The Council will strive to ensure that:

- Employees are properly trained in the skills they need to carry out their present roles at a standard acceptable to the Council and the public.
- Employees are provided with the skills they may need for changes in the way roles are carried out.
- As far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the Council and reach their full potential; The Council is committed to making the most effective use of the talents, skills, and abilities of its workforce.
- Individual training needs will be assessed on an annual basis as part of the appraisal process.
- Councillors are encouraged to read details of training and courses that are circulated regularly and to approach the Town Clerk to discuss suitability and make any arrangements that will enable them to carry out their roles as councillors and committee members to the best of their abilities.

Identification of training needs

Councillors and employees will be entitled to an induction programme upon joining the Council, to include an understanding of the overall and role-specific objectives and will receive equal opportunity in all aspects of personal development during their role or employment.

Role specific training will be identified prior to employment, and details included in the new

employee's contract of employment. Once employed, training needs will be reviewed at least annually through The Council's appraisal system, and should new legislation or equipment be introduced during the year, appropriate training will be sought. Identified training needs will be assessed as part of the budget setting process.

Volunteer roles will also be reviewed regularly, and volunteers offered training that will help them to deliver their role to a good standard. For some roles, becoming a volunteer will require mandatory training.

Committees will review the training needs and opportunities for their members each year and make appropriate recommendations.