



Chesham Town Council is committed to training its Members and employees to enable the Council to carry out its functions and provide its services in an effective, safe and professional manner.

### **Identification of Training Needs**

New employees will be provided with an understanding of the Council's vision and strategic objectives; an overview of the Council's service areas; an induction into their specific role; and health and safety information.

Employee training needs will be identified through the Council's annual appraisal system. Employees may also approach their line manager with training needs at any time, particularly in light of changes in legislation that impact upon their work. The need for training will also be identified in the event of new equipment provision.

New Members will be given a New Councillor Pack upon joining the Council and invited to attend an introductory training session provided by officers. Specific training will be based on need and role and will be reviewed annually. All Members are offered the opportunity to attend relevant training courses.

### **Resourcing Training Needs**

Training requirements will be planned into the budgetary process and are in place for both Members and employees to support training needs identified.

### **Training Records**

Employee training will be recorded in personnel records. An annual training summary for employees and Members will be produced.

Version 1 adopted: 7 December 2015

Due for Review: December 2019

