



**Princes Risborough Town Council**  
**Training Statement of Intent**

**Date Agreed:**  
**27<sup>th</sup> March 2018**  
**Prepared by:** Mrs S Griffiths  
**Version:** 1.0

### **Commitment to training**

Princes Risborough Town Council recognises the value of learning and is committed to maintaining the standards expected from a Quality Council. In order to achieve and sustain the high standard of performance expected of the Council, it will identify and budget for training as appropriate for its Clerks, staff and Councillors.

The Council believes that it is equally important to train Clerks, staff and Councillors which enable the Council to carry out its functions and an appropriate, effective and professional manner. This allows the Council to provide a proper level of service to the residents of Princes Risborough.

Councillors, Clerks and staff will be entitled to:

- Equality of opportunity in all aspects of their development;
- An induction programme into their own roles as well as to the workings of Princes Risborough Town Council;
- An understanding of the direction and objectives of the Council;
- An understanding of the contribution that is expected of them; and
- Training which will include conferences, courses, briefings and seminars.

### **Identification of training needs**

Staff training will be identified through the use of the Council's annual appraisal system.

Training needs for staff will include:

- Clear and measurable objectives for their performance at work;
- An annual review of their performance, role and training needs;
- A personal development plan which addresses their development needs;
- A Chair/Chairman and Clerk committed to staff development;
- Paid release from work commitments to undertake training;
- Training and certification in accordance with all legal and statutory requirements according to their role.

Training needs for Councillors will include:

- New Councillors will be given a New Councillor Pack on joining the Council;
- New Councillors will be encouraged to undertake New Councillors Training provided by BALC;
- Specific training based on need and role will be reviewed annually;
- Should the Council as a whole need training to meet a specific need, the Clerk will source the appropriate provision;

Should new legislation or equipment be introduced during the year, appropriate training will be sought.

Any other needs will be addressed through consultation and ascertaining which courses would be appropriate for them to attend.

Training requirements will be assessed annually as part of the budget setting process and approved sums will be made available in each budgetary period to allow required training to take place.