



PRINCES RISBOROUGH TOWN COUNCIL TRAINING STATEMENT OF INTENT

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 Staff, Volunteers 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.

Staff, Volunteers and Councillors 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.

All new staff employed by Princes Risborough Town Council are subject to an induction programme during the first few days of employment covering all aspects of their work with the Council, working through a comprehensive aide memoire.

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 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;
- Code of Conduct



- 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;

Training for Volunteers

- Where volunteer staff are used on “one off “events e.g. annual festival, training is provided for specific tasks undertaken “at the time”.
- Where volunteer staff are used as a regular feature of “ongoing” activities, their suitability for the role is assessed at the outset, with further training requirements considered as the role progresses.

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.

Reviewed and adopted by Princes Risborough Town Council at its meeting on 31st October 2023