



**Knaresborough**  
Town Council

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## **TRAINING POLICY**

### **Introduction**

Training and development for staff and Councillors is highly valued at Knaresborough Town Council. The Council is committed to providing opportunities for all staff and Councillors to further develop the necessary skills and competencies to ensure the highest standard of representation and services for the residents of the parish.

### **Identifying Training Needs**

#### **Employees:**

- Training and Development are the responsibility of individual staff members and all employees are encouraged to be proactive in identifying their training and development needs.
- Induction training (such as ILCA) is provided for all new employees.
- The Clerk will be responsible for identifying training needs resulting from changing circumstances, health and safety issues or new legislation and training will be given whenever necessary.
- Additional training may be requested via Line Manager at any time.

#### **Councillors:**

- Induction training, explaining the role of the Council, Councillors and the Clerk, is provided for all new Members with a welcome pack given to each individual Member.
- Individual training requirements are discussed with Members
- Members are given in-house training as specific needs arise on an ad-hoc basis.

#### **Resources:**

The Council provides an annual budget for staff and Councillor training and development monitored by the Clerk. In particular, the Council takes into account the following factors:

- the identified training and development needs of staff and Councillors, based on a needs assessment

- training and development needs that are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Yorkshire Association of Local councils (YLCA) to enable staff and Councillors to take advantage of their excellent training courses and conferences.

The training budget will be reviewed annually to ensure all training needs are met.

Adopted 2022  
Review 2026