

Policy & Resources Committee

Date:	1 November 2016
Title:	Induction and Training & Development Policies
Contact Officer:	Morag Robinson, Office Administration Manager
Purpose of Report	

1. To adopt The Induction Policy (Appendix 1) and Training & Development Policy (Appendix 2) as attached to this report.

Background

2. The Town Council has never had an Induction Policy or Training & Development Policy in place and due to the recent engagement of new staff, it has highlighted the need to formally adopt both of these policies accordingly.
3. The Town Council believes that all employees, new and existing, should be given the opportunity to undertake induction and personal development training.
4. It is the Town Council's aim to ensure that induction training for new staff is dealt with in an organised and consistent manner which enables them to be introduced into their new working environment, so that the employee can contribute effectively to the organisation as soon as possible.
5. Training and development are important in ensuring the Town Council meets its corporate aims and objectives by providing staff with the appropriate skills to deliver high quality services.
6. The Town Council is committed to provide training and development for employees and Members enabling them to undertake their roles effectively.

Resource Appraisal

7. Training budgets are set annually for both staff and Members and all associated training costs are met via these budgets. Any overspend would be reported to Council accordingly.

Risk Assessments

8. A formal Induction Policy and Training & Development Policy must be in place to ensure the Town Council provides well trained staff who will deliver high quality services whilst meeting its aims and objectives.

Legal Powers: Local Government Act 1972 s 111

Recommendation

It is recommended that:

- The Induction Policy and the Training & Development Policy be approved.***