



BOROUGHBRIDGE TOWN COUNCIL

Training Policy- Statement of Intent

Introduction

Training and development for staff and Councillors is highly valued at Boroughbridge Town Council. The Council is committed to providing opportunities for all staff and Councillors to further develop the necessary skills and competencies to move the Council forward in its aspirations. Also the council is committed to encouraging the personal development of staff and councillors. Training will include: ILCA (Introduction to Local Council Administration) induction training, Certificate in Local Council Administration (CiLCA), Core Skills for Councillors and changes in legislation. Staff and Councillors are offered the opportunity to attend relevant training provided by organisations such as NALC, YLCA, and SLCC. In service training will be provided on a continual basis.

Commitment

Boroughbridge Town Council is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities. The Council will ensure that training is available to meet the demands of the job and has a performance review process to ensure training and development needs are identified and incorporated into a personal development plan. Where a training need is identified the most appropriate method, taking account of time, cost and individual preferences will be selected and taken from actions identified in Performance Management review records completed. The impact of staff training attended will be measured via the performance review process. Feedback will be received from Councillors to evaluate any training attended.

Boroughbridge Town Council:

- recognises the need to provide appropriate training, development and learning opportunities for all staff and Councillors
- will arrange whole council training at least once each year, to update the training needs of committees and the full council
- will select resources to provide training and development to maximise the potential of its Councillors and staff
- recognises that continued investment and commitment to training and development are essential for the provision of quality services
- requires all Councillors and staff to actively participate in identifying their training and development needs to enable the appropriate investment of resources
- recognises its responsibility to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation

Resources

Reviewed March 2026

The Council provides an annual budget for staff and Councillor training and development. 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 training budget will be fixed but reviewed annually to ensure training needs are met.