

## **NEW COUNCILLOR AND STAFF MEMBER INDUCTION AND TRAINING POLICY**

Godalming Town Council is an organisation in which learning is valued. Staff and Councillors will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and all will be given encouragement and support to achieve their full potential. This will allow them to provide a proper level of service to the people of Godalming. This policy document is supported by Godalming Town Council's Training Statement of Intent.

### **ALL ARE 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 Godalming Town Council;
- an understanding of the direction and objectives of the Council;
- an understanding of the contribution that is expected of them.

### **FOR GODALMING TOWN COUNCIL STAFF**

All Town Council staff will have:

- clear and measurable objectives for their performance at work;
- an Annual Appraisal/Review of their performance, role and training needs;
- A Chairman and Town Clerk who are committed to staff development.
- paid release from work commitments in order to undertake approved relevant training;
- training and certification in accordance with all legal and statutory requirements according to their role and equipment under their control.

New Town Council staff will also receive:

- Godalming Policies & Procedures folder;
- Induction training appropriate to their role.

### **FOR GODALMING TOWN COUNCILLORS**

New councillors will be expected to attend induction training provided locally by the Town Clerk and will be issued with a "New Councillor's Pack" when joining the Council. Returning Councillors will also be encouraged to attend induction training offered, following an ordinary election, and will also be provided with an updated Councillor pack. The Councillor Pack will contain:

- The Ten Principles of Public Life
- Schedule of Meetings/Events
- Protocols
- Organisation Charts

- Contact Details – Staff and Councillors
- A Brief History of the Town Council
- The Good Councillor Guide
- Surrey & Sussex Association of Local Councils (SSALC) – Website Login Details
- Standing Orders
- Financial Regulations
- Budget
- Code of Conduct - Members
- Complaints Procedure
- Equality & Diversity Statement
- Freedom of Information – Publication Scheme
- Health & Safety Policy Statements
- Press Strategy
- Privacy Policy/GDPR
- Safeguarding Policy
- Staff Management Statement
- Training Statement of Intent
- Register of Interests Form
- Email Information