

**GODALMING TOWN COUNCIL – TRAINING – STATEMENT OF INTENT**

|  |   |
|--|---|
| <p><b>1. COMMITMENT TO TRAINING</b></p>                            | <p>Godalming Town Council is committed to reaching and maintaining the standards expected from staff and Members through identifying appropriate training needs and providing sufficient resources for its provision.</p>   |
| <p><b>2. TRAINING NEEDS</b></p>                                    | <p>The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and may also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training may include:</p> <ul style="list-style-type: none"> <li>➤ Formal training courses</li> <li>➤ Briefings and seminars</li> <li>➤ Conferences such as Surrey Association of Local Councils, NALC regional and national</li> </ul>  |
| <p><b>3. IDENTIFYING TRAINING NEEDS</b></p>                        | <p>The training needs of staff will be identified mainly through the annual appraisal system. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>All new Councillors will be expected to undergo induction training to include training on the Code of Conduct.</p> <p>A new Chair will be encouraged to undergo appropriate training.</p> <p>Members will be informed of the availability of appropriate training/briefing sessions. Changes in legislation may also give rise to the need for appropriate training. Members will be asked annually to identify their own specific training needs.</p> <p>It is noted that some Members will have undertaken relevant training elsewhere and this will be taken into account.</p> |
| <p><b>4. RESOURCING TRAINING</b></p>                               | <p>Training will be resourced by making the funds available in the budget to ensure that staff and Members are suitably qualified to carry out their functions and duties. Funds will be made available for appropriate technical and other information, as required. The Training budget will be assessed as part of the annual budget setting process.</p>  |
| <p><b>5. MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS</b></p> | <p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>➤ Well chaired council meetings</li> <li>➤ Professional and pertinent observations</li> <li>➤ Well written policies and reports</li> <li>➤ Well managed projects</li> <li>➤ Well managed finances</li> <li>➤ Well informed staff and Members</li> <li>➤ The professional conduct of staff and Members</li> <li>➤ The maintenance of the General Power of Competence</li> </ul>  |