



Training, Learning and Development Policy

Introduction

This document forms the Council's Training, Learning and Development Policy. It sets out:

- The Council's commitment to training.
- The identification of training needs.

The objectives of this policy are to:

- Encourage Members and Officers to undertake appropriate training.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

Commitment to Training

Sevenoaks Town Council is committed to the ongoing training and development of all Members and Officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Town.

Training and development will be achieved by including a realistic financial allocation for training in the annual budget, as well as taking advantage of any relevant partnership or inhouse provision available.

The process of development is as follows:-

- Training needs should be identified by considering the overall objectives of the Council, as well as individual requirements.
- Planning and organising training to meet those needs.
- Evaluate the effectiveness of training.

The Identification of Training Needs

- Officers will be asked to identify their development needs with advice from their line manager during their personal development meetings, or regular meeting with their line manager.
- The Town Council will also provide information about training courses, induction programmes and development opportunities to all staff.
- Some topic based training will be provided at the regular six weekly staff meetings.
- Mentoring is also provided by experienced staff.

Other circumstances may also present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.

Adopted at Finance & Delivery Committee on 9th June 2025

- Changes in legislation.
- Changes in systems.
- New or revised qualifications become available.
- Accidents.
- Introduction of new equipment.
- Devolved services.
- Awards criteria.

Financial Assistance

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources and staff attending approved training events are paid at their normal rates.

Town Councillors

- On being elected all councillors will be provided with a book of relevant information relating to the governance of the Town Council.
- Newly elected councillors will be provided with the opportunity of attending a general training session relating to local councils normally provided by the County Association.
- The newly elected councillors will be invited to an induction event arranged by the Chief Executive/ Town Clerk.
- All councillors will be provided with the opportunity to attend Code of Conduct training, normally provided by the Monitoring Officer.
- All councillors will be provided with the opportunity to attend topic based training e.g. planning normally provided by the County Association or District Council.
- All councillors will be provided with the information and or relevant training relating to new legislation relating to the sector.