



# Ross-on-Wye Town Council

## Training Statement of Intent

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Ross-on-Wye Town Council believes its employees are an asset and recognises its responsibility to ensure they are provided with every opportunity to develop throughout their employment.

Our commitment to appropriate and relevant training extends to both staff and members (Councillors). This is important to ensure that all involved in the work of the Council cooperate to achieve the best possible management and administration of Council business. Chairmen of committees will be expected to attend appropriate training courses unless they have previous relevant experience.

The Council's aim is to support and help employees in their role so they are confident to undertake responsibilities and fulfil their duties to contribute fully to the success of the Council.

Training needs will be identified by way of formal staff appraisals and informal discussions which should be a continuous process during the year.

The costs of training will be met out of the Council's resources. The amount to be set aside each year will be kept under regular review by the Finance Committee.

*Reviewed by the Policy & Management Committee January 2018*