

**HUNTINGDON TOWN COUNCIL  
1 TRINITY PLACE  
Hartford Road  
HUNTINGDON  
PE29 3QA**

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**TRAINING POLICY**

It is the Council's policy to ensure that all employees are given full and adequate training to fulfil all tasks allotted to them and to give every opportunity to develop their fullest potential.

To facilitate this policy, the following training shall be carried out:-

- (a) All new employees shall receive "off and on the job" Induction Training under the supervision of their Line Manager.
- (b) All new employees will undertake a training period under the supervision of their Line Manager, until such time as both parties consider that a satisfactory level of proficiency has been achieved.
- (c) Appropriate training will be given to all staff prior to, or immediately following, promotion or transfer.
- (d) The Town Clerk will ensure that such training is carried out in accordance with Council policies.

Employees are encouraged to follow courses of further education relevant to the development of their careers where such courses are available and considered suitable.

Prepared: September 2008