RIPON CITY COUNCIL

Training Policy

Item	Detail
Adopted by Full Council	9th November 2026
Previous version	8th October 2026
Current update	12th October 2026
Date of review	November 2028

TRAINING POLICY – STATEMENT OF INTENT

Introduction

Training and development for staff and Councillors is highly valued at Ripon City Council. The Council is committed to providing opportunities for all staff and Councillors to further develop the necessary skills and competencies to move the Council forward in its aspirations and for Councillors' own personal development. This policy will be reviewed every four years, or sooner if required by changes in legislation, best practice guidance, staffing arrangements, or the operational needs of the Council.

Commitment

Ripon City Council is committed to developing its staff and Councillors in order to assist the Council in achieving its aims and priorities. The Council will ensure that training is available to meet the particular demands of their job and has a performance review process to ensure training and development needs are identified and incorporated into a personal development plan The Council will utilise a blended learning approach, combining structured external courses, peer-to-peer mentoring, and secure digital e-learning platforms. Information Governance, Data Protection (GDPR), and Cybersecurity training are deemed essential operational demands and will be updated annually for all personnel with access to Council systems. The impact of staff training attended will be measured via the performance review process. Feedback will be received from Councillors to evaluate any training attended.

Ripon City Council:

- recognises the need to provide appropriate training, development and learning opportunities for staff and Councillors
- will select resources to provide training and development to maximise the potential of its Councillors and staff
- recognises that continued investment and commitment to training and development are essential for the provision of quality services
- requires all Councillors and staff to actively participate in identifying their training and development needs to enable the appropriate investment of resources
- recognises its responsibility to provide equal access for all Councillors and staff to training and development in accordance with equal opportunities legislation.
- requires all Councillors and staff to undergo mandatory, recurring training on Equality, Diversity, and Inclusion, with specific emphasis on the Council's proactive statutory duty under the Employment Rights Act 2025 to maintain a workplace free from sexual harassment, bullying, and third-party discrimination

- stipulates that all newly elected or co-opted Councillors must complete a formal Council Induction Programme—including training on the Code of Conduct, Local Government Finance, and Information Governance—within six (6) months of taking office

Resources

The Council provides an annual budget for staff and Councillor training and development. In particular, the Council takes into account the following factors:-

- the identified training and development needs of staff and Councillors, based on a needs assessment
- training and development needs that are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

The training budget will be reviewed annually to ensure all training needs are met.