



Ref: 18h STAFF TRAINING POLICY

THE COUNCIL RECOGNISES THAT A WELL-TRAINED WORKFORCE DELIVERS A BETTER QUALITY OF SERVICE TO LOCAL RESIDENTS.

1. INTRODUCTION

1. The benefits of proper training include;
 - Staff are better able to meet the responsibilities of their job and deliver a more effective service to the Council and to the community
 - Councillors and volunteers are more confident and capable in their work and, as a result, feel more valued.

2. WHAT IS TRAINING

1. The definition of training is that it is an event, or a series of events, conducted with or without external trainers. Training may be formal or informal. It is designed to:
 - Enable an employee to better perform the tasks identified in his/her job description
 - Improve an employee's or Councillor's ability to more effectively deliver the Council's services.
 - Keep everyone up to date with new legislation and current developments.
 - Provide the opportunity for Mentoring
 - Assist employees, councillors and volunteers to work together more effectively.

3. TRAINING BUDGET

1. A training budget will be identified annually and its utilisation monitored at quarterly intervals.
2. Requests for training will be considered by the Council and, if approved, all associated costs will be met by the Council.
3. Certain events may give rise to a need for additional training and these include (but not exhaustively):
 - An election resulting in the election of new councillors
 - New legislation of other events affecting the delivery of Council services.
 - Additional projects which the Council may choose to undertake.

4. PLANNING & RECORDING TRAINING

1. An annual review of all training needs will be undertaken by the Parish Clerk in consultation with Members.
2. A record of all training undertaken will be maintained by the Parish Clerk