

# **TRAINING POLICY**

## **Shipdham Parish Council**

Shipdham Parish Council is committed to training its staff and councillors. Training needs are identified through the appraisal system and training brochures which are received by the Council. Training covers all area of work that the Council undertake and are involved in. Council will consider all requests for training and development from members of staff. All councillors will be given equal opportunities to attend any training courses, conferences or briefings that are relevant to the work of the Council. Shipdham Parish Council will, subject to budget constraints, contribute towards the cost of training and development.

All Councillors will be expected to attend introductory training as a minimum. The Clerk will be expected and supported to work towards the Certificate in Local Council Administration.

The Council aims to keep all Councillors and employees up to date and aware of any changes of legislation. Attendance at update briefings, seminars and conferences is encouraged to ensure that the most up to date best practice is applied.

The Clerk will be actively encouraged to undertake career development and training which will be funded by the Council when agreed by the Councillors.

Training will be undertaken:

- If there is an accident or occurrence which highlights this need
- Mistakes or errors show a lack of knowledge
- New equipment is received which requires specialist handling / use
- New working methods are introduced
- A complaint is received by the Council
- Staff or Councillors request training

The success of training and development is evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers are retained and used for in-house training and information sharing.