



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **TRAINING AND DEVELOPMENT POLICY**

### **PURPOSE**

It is the Council's policy that all employees and Councillors of the Council will be trained to a high standard to ensure that they are able to deliver the Council's services effectively, efficiently and safely.

#### **1. STAFF TRAINING**

1.1 The employees of the Council are fundamental in all areas of its service delivery and development. Accordingly, they must have the skills and knowledge to carry out their duties efficiently, effectively and safely.

1.2 Each member of Staff has an appraisal at least once a year. During this appraisal, training needs are discussed and agreed. It will also be agreed whether the line manager or the member of Staff is responsible for arranging agreed training.

1.3 Line managers will discuss and agree on training requirements with new employees or employees moving to a new role during their induction and continually throughout their employment whilst welcoming personal development requests from employees.

1.4 To ensure the Council achieves its objective of having a motivated and skilled workforce providing a high standard of service, all employees will be required to notify their line manager of any areas of work in which they feel they require training.

1.5 For certain tasks (especially those with a safety risk), certain training is mandatory. Line managers are responsible for analysing training needs and ensuring all relevant employees are fully trained.

1.6 Line managers are responsible for keeping staff training records up to date.

#### **2 COUNCILLORS TRAINING**

2.1 As the policies of the Parish Council are set by the Council as a corporate body, all Councillors must have the necessary skills and knowledge to be a Councillor.

2.2 All Councillors are offered the opportunity to attend relevant training courses offered by the various service providers subject to the agreement of the Council. The Clerk is responsible for informing the Council of relevant training opportunities and arranging agreed training.

2.3 Should the Council pay for training for a Councillor and the Councillor does not attend the training session (without reasons or apology) the Councillor would be expected to cover the costs of the training

2.4 An invoice would be provided to the Councillor, should the Councillor not pay the invoice within the given period then Finance and Premises Committee would discuss the next stages to reclaim the funds from the Councillor.

### **3 DELIVERY**

3.1 The Council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various external training providers.

3.2 The Council has specific budgets for Staff training and Councillor training.

### **4 REVIEW, FEEDBACK AND SHARED LEARNING**

4.1 Staff and Councillors are encouraged to evaluate the training that they have undertaken. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money. Staff and Councillor Training will be formally evaluated on an annual basis.

**Approved by Council: January 2021**

**Review date: January 2023**