

TRAINING POLICY

1. Aims of Meopham Parish Council

Meopham Parish Council is committed to the on-going training and development of both its staff and members in order to support and encourage them to achieve their full potential and to provide a proper service to the parishioners of Meopham

2. Objectives and Benefits

- To encourage councillors and staff to undertake appropriate training
- to provide financial support to attend training
- allocate training in a fair manner and to provide equality of opportunity in aspects of development
- improve the quality of service provided by Meopham Parish Council
- improve the skills base of councillors and staff

3. Identification of Training Needs

- annual appraisal (staff)
- questionnaires
- informal /formal discussions
- on receipt of notification of training available via outside bodies
- following election/co-option (councillors)

other circumstances

- legislative requirement i.e. first aid, fire safety
- change in legislation
- new equipment/new working methods or practices
- complaints to the Council / professional error
- changes in systems
- new or revised qualifications becoming available
- request from a member of staff
- accidents

4. Available training

New Councillors

- New councillors are provided with a 'New Councillor Pack' when joining the Council and allocated a mentor councillor for the first 6 months in office
- New councillors are encouraged to attend KALC run courses for new councillors

Existing Councillors

- attend specialist or appropriate training courses according to the needs of the council eg. chairmanship, planning, finance courses
- attend refresher courses as required
- if the whole council requires training on a particular subject, the clerk will source the appropriate qualified person to carry out the training

For Staff

- training and certification in accordance with all legal and statutory requirements according to their role
- training requirements following an appraisal
- if all staff require training on a particular subject, the clerk will source the appropriate qualified person to carry out the training

5. Finance/Supported training

- Training is supported within Meopham Parish Council and a training budget is set annually, according to the needs of the council and its staff
- Meopham Parish Council is responsible for the costs associated with any training and development that it considers necessary for its staff and councillors
- Where necessary, the Council may consider it necessary to give reasonable paid time off for study for staff.

Meopham Parish Council

Training Policy

Adopted :- Full Council – 19.07.2016