

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, to have the appropriate skill sets to achieve the aims and objectives of the Council and to provide a high level of 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 all aspects of development
- improve the quality of service provided by Meopham Parish Council
- improve the skills base of councillors and staff
- To ensure that councillors and staff are kept up to date with all new legislation

3. Identification of Training Needs

- annual appraisal (staff)
- self appraisal (councillors)
- questionnaires/ surveys
- informal /formal discussions
- on receipt of notification of training available via outside bodies

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

- Induction training will be organised for all new members of the Council
- 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, new legislation
- 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

New and Existing Staff

- Induction training will be organised for all new members of staff
- training and certification in accordance with all legal and statutory requirements according to their role
- training requirements to be assessed on appointment and during the annual appraisal process.
- 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.
- A record of training attended by councillors and staff will be kept and reviewed on an annual basis.

Meopham Parish Council
Training Policy
Approved by A&R Committee on 9.2.21