

# Haxey Parish Council

<b>Subject</b>	<b>Training Policy</b>
<b>Reviewed</b>	<b>June 2020</b>

## Training Policy

Aim: The Council recognises that training and development for councillors and employees is essential to its ability to maintain good governance and to deliver effective services. It will therefore seek to create a culture of continuous development by:

- 1 Providing adequate training budgets to achieve its objectives;
- 2 Encouraging and supporting the development of the knowledge, skills and abilities needed;
- 3 Providing the necessary opportunities, resources and support to enable employees to attain and maintain the required knowledge, skills and abilities;
- 4 Including all forms of learning designed to improve the performance, abilities and potential of councillors and employee;
- 5 Where appropriate, be involved in Government initiatives;
- 6 Ensuring that the training and development opportunities are based on the system of needs assessment;
- 7 Ensuring that training opportunities and resources are provided to employees in an equitable and fair way and related to identified needs. Clear reference to training will be included in the equal opportunities policy. The appraisal system for employees will address training and development needs and set annual targets;
- 8 Providing induction training for all newly elected or co-opted councillors and additional specific training will be on-going. Compulsory training will be undertaken by newly co-opted/elected Councillors within 3 months and will be refreshed every 4 years.

Training records for Councillors will be maintained.

- 9 Councillors and employees should display a positive attitude towards their development in order to assist the Parish Council's achievements. If training is arranged and paid for by the Council and a Councillor/Employee does not attend without good reason, the cost will be recovered from the Councillor/Employee. The final decision if and when this arises will be done by the Personnel Committee.



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