

## EDGMOND PARISH COUNCIL

### **TRAINING POLICY**

**May 2016**

#### **Purpose of Training**

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

The Council recognises that such development is a continuing process for the Councillors and staff within the organisation. Training is seen as a necessary investment in order to provide the excellent services the Community demands and deserves.

Training is not a privilege to be granted or withheld from anyone, but should be undertaken whilst taking account of the realistic aspirations of the Council.

## Training Resources

The training process will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

The Council will always wish to make budgetary decisions about training in the context of overall Council finances but the Council has made a public commitment to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

## Responsibility for Training

### Councillor's Role

The Audit Committee has a key role to play in training by:-

1. Demonstrating a commitment to train and develop the Clerk in relation to the organisation's objectives.
2. Ensuring that training and development plans are focused on the organisation's needs and to provide adequate resources.
3. Ensuring training and development actions are evaluated in relation to service and organisational objectives and the benefits clearly identified.
4. Demonstrating a commitment to support fellow Councillors who wish to develop their role and understanding.

### Clerk's Role

1. Induct new Councillors.
2. Identify training needs.
3. Support Councillors wherever possible by providing adequate and appropriate information for them to carry out their role.
4. Be aware of training and development opportunities.
5. Ensure that there is an opportunity to share learning with others wherever possible and appropriate.
6. Evaluate the effectiveness of training events in relation to service and individual objectives with those involved.

## Areas of Training

Training and development can be broken down into categories to aid understanding and organisation. The categories of training used by the Council are: -

1. Induction
2. Councillor Training.
3. Clerk's Development
4. Attending Forums and Information Sharing Events
5. Qualifications
6. Computer Training
7. Health and Safety