

HYDE PARISH COUNCIL

Training Policy

1. PURPOSE AND SCOPE

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.

The training and development of the Parish Council is linked to the organisation and action plan which is reviewed annually.

The Parish Council will:

- Provide information about training courses, induction programmes and development to all staff/members and volunteers.
- Comply with Equal Opportunities when assessing training and development needs.
- Ensure each employee receives regular appraisal and feedback, and assessment of personal development needs.
- Evaluate all training activities to ensure that delivery is relevant to needs, cost effective and that the quality of training is consistent.

2. PROCESS

Training and development for all employees, members and volunteers will include:

- Induction for new starters/members.
- Mandatory training – for example health and safety, and other essential training required by the nature of the role.
- External training provided by outside providers as necessary.
- Internal training provided by members and/or staff.
- Online courses as necessary.
- Mentoring or coaching.

3. 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.

All training requests must be presented to a Parish Council meeting and approved before the training takes place.

The cost of training will be reviewed annually.

4. AREAS OF TRAINING

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

- a. **Induction:** each new employee and member should be provided with information and instruction about how the Parish Council operates and how his or her role fits in to the organisation. For new members this will include a copy of the Code of Conduct, A Good Councillors Guide and provision of example minutes and agendas of recent meetings. The aim of this process is to enable the newcomer to adjust as quickly as possible to the new working environment and to achieve effectiveness in the shortest time possible.
Supplementary Induction Training will be organised externally to encompass the wider aspects of Local Government, as necessary.
- b. **Councillor Training:** training and development for Councillors will be based on the individual needs and organisational requirements. This will be assessed annually (or following the appointment of a new member).
- c. **Professional and Technical Training:** employees providing services in a whole range of vocational areas need to keep up-to-date with changes and developments in their particular field (continued professional development: CPD). The Parish Council will support and review these requirements.
- d. **Health and Safety:** the Parish Council and its employees all have a role in ensuring a healthy and safe working environment. Training is provided as part of the employee's induction and courses arranged according to the needs of the Council.

5. TRAINING OUTCOMES

Any training undertaken by either the Clerk or Councillors must be reported back to a Parish Council meeting.

Adopted by Hyde Parish Council

Chair P Dowling

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