

Birdingbury Parish Council

Training Policy

Adopted by the Parish Council on 19th June 2023

Review date July 2025

Policy Objective

The training policy refers to all members and employees and seeks to:-

- provide induction training for new members and staff
- ensure that appropriate training is available to enable individuals to achieve effective performance in their roles
- provide training and development for possible future individual roles and responsibilities and additional activities to be undertaken by the Council
- provide information, instruction and training to ensure the health and safety of all members, and employees
- provide instruction and training on the Council's operational policies, practices and procedures and its responsibility in relation to Health & Safety.

1. Responsibility for Managing the Policy

The prime responsibility for training rests with the Clerk who responsible for ensuring that members and staff are trained to achieve effective performance, and to provide development training for any future roles, responsibilities and activities.

2. Training Plan

All training will be planned, programmed and recorded and the results reviewed to determine how training methods can be improved and maximum benefits can be obtained from resources devoted to training.

An annual training plan will be drawn up detailing the training the Council intends to implement in the following year.

A budget for training will be included in the overall annual budget.