



NORTHILL PARISH COUNCIL

Northhill Parish Council Training and Development Policy

TRAINING AND DEVELOPMENT FOR STAFF AND COUNCILLORS

Objective

It is the objective of Northhill Parish Council to equip its employees and councillors with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives.

A Training budget will be set aside within the Council's budget for this objective to be enabled.

Whilst staff can be actioned to undertake such training it is acknowledged that councillors can only be encouraged to fully participate.

Method

Northhill Parish Council will:

- Provide information about training courses, induction programmes and development to all staff and members. A record of courses attended will be kept.
- Ensure each employee receives regular appraisal and feedback, and assessment of personal development needs.

Areas of Training

Training and development can include:

- 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 and A Good Councillors Guide
- Councillor Training: training and development for Councillors will be based on the individual needs and organisational requirements.
- Staff: training will be funded to undertake the appropriate qualifications for the role and progress will be monitored by the Council.