

TRAINING POLICY

Training Statement

Euxton Parish Council is committed to providing relevant training opportunities to all Councillor members and its employed staff.

The training offered will cover identified training needs, requests to be more involved and better informed, or cover subjects necessary and relevant to their jobs and roles within the Council.

Identifying training needs

The Council might identify training needs:

- New staff appointments/staff appraisals
- New Councillor appointments/Election/established Councillors
- Questionnaires
- Formal and informal discussions

There are also a number of things which might require a person to need training:

- Changes in legislation
- Changes in quality systems
- New and revised qualifications launched
- Accidents
- Professional error/mistake
- New equipment
- New processes/working methods
- Complaints to the council
- A request from a member of staff
- A request from a Councillor member

Resourcing the training to meet the needs/requests

When the training need/request has been identified the subject matter will be investigated to locate training providers, cost, timescales.

The training needs for the whole Council (members and staff) will be planned into the next budget. A budget will be set each year of a minimum £150.00.

How you will measure the impact of the training attended?

The person attending training will complete a feedback form on the training attended so the training provider/course can be assessed for suitability and cost effectiveness. This information should inform future requests for similar training.