Bures Hamlet Parish Council

https://BuresHamlet-pc.gov.uk

TRAINING & DEVELOPMENT POLICY

Policy Statement

Bures Hamlet Parish Council is fully committed to ensuring that all Members and Clerk have the relevant knowledge, skills and expertise to carry out their duties to consistently high standards and to achieve their full potential. We recognise that the training and development of our Members and Clerk is fundamental to the improvement of our operational performance and the achievement of our strategy and goals.
Bures Hamlet Parish Council will therefore strive to make training and development an integral part of its operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all Members and Clerk of Bures Hamlet Parish Council irrespective of their employment status, function, grade or location.
In accordance with the organisation's Equality and Diversity Policy, all Members and Clerk are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

It is the responsibility of the Chairman to:

- identify and consider training and development as an integral part of the business planning process
- ensure that the training and development needs of all staff are assessed and provided for in accordance with this policy;
- agree and identify appropriate and cost effective training and development solutions
- evaluate the efficiency and effectiveness of training and development
- monitor the efficiency and effectiveness of this policy

All Members and Clerk are responsible for:

- Identifying their own training and development needs and bringing these to the attention of Bures Hamlet Parish Council.
- undertaking training and development activities which will enable them to perform their work efficiently and effectively
- managing their own learning and professional updating

Review and monitoring:

Overall responsibility for the operation of this policy lies with the Parish Council and will be monitored on an annual basis.

Training and development needs

Training and development will be provided only where needs exist. The Parish Council will identify the training needs of their Members and Clerk. Training and development needs, once identified will be collated centrally and priorities assessed.

Budgetary Control

Bures Hamlet Parish Council will determine the annual budget available and formulate a strategy for the deployment of available resources.

Induction

All new Members and Staff will receive appropriate induction training. This will include the identification of appropriate training and development needs.

Health and safety training

Adequate health and safety training, including information on emergency procedures will be given where a need exists. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

Evaluating training and development

All training and development activities will be evaluated. At organisation level, the Parish Council will be responsible for evaluating all training and development activities against the business strategy and goals on an annual basis.

Bures Hamlet Parish Council will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.

Adopted 23rd May 2022 – Reviewed 21st September 2026
Next review September 2027