

Pulham St Mary Parish Council Training and Development Policy

Purpose of the Policy

PSMpc recognise the need for staff and councillors to replenish their knowledge and acquire new skills, and that this will benefit both them and the Council's ability to deliver better services.

The Council will;

- Provide adequate resources within the annual budget to support training needs.
- Aim to identify training needs, promote the benefit and encourage all staff and councillors to attend training.
- Ensure induction training is available for all new staff and councillors.
- Council will maintain a minimum of one membership with a professional support organisation.
- Staff and councillors will be encouraged to network with other Town/Parish Councils.
- Staff or councillors attending training or taking part in development opportunities will report back to Council.
- Records will be maintained on training undertaken by all staff and councillors.

Recognising the need for training

Certain situations may prompt the need for additional training;

- When the Council takes on new projects and tasks ie the management of an open space or play area.
- When new legislation is introduced such as the Data Protection Act 2018.
- Following the appraisal of staff members where a training need is identified such as the need to undertake risk assessments.
- When new councillors are recruited such as following an election.

Review of this training and development policy

Adopted at the meeting of 14/01/2020

Reviewed February 2024

To be reviewed every 3 years or sooner, if required.