

# KEGWORTH PARISH COUNCIL

## TRAINING POLICY

Kegworth Parish Council (KPC) is committed to ensuring that you are appropriately trained to meet the needs placed on you by the Parish Council and to meet any statutory obligations. This policy applies to both employees and Councillors.

To support this, we allocate funding for training each year, so that you can attend training events and conferences relevant to your role and the needs of the Parish Council.

### Identifying Training Needs

- The Clerk is responsible for assessing the training needs of employees, approving training and monitoring the budget.
- Training requirements for Councillors will usually be identified by the Chair or the Clerk.
- Opportunities to attend courses will be considered by the Clerk and brought to the attention of KPC.
- KPC will pay the annual subscription to LRALC to enable employees and Councillors to take advantage of their training courses and conferences.

### Training for Employees

- All new employees will have an induction meeting with the Clerk to provide them with key information about their role, including essential health and safety information.
- The Clerk is required to attend ongoing training to keep her up to date with developments in policy and legislation. It is the Clerk's responsibility to ensure relevant courses are attended wherever possible.
- Employee training will usually be identified through the annual appraisal process in April each year and during the course of the year. Employees will be expected to attend training events relevant to their role.
- Employees will be reimbursed for reasonable expenses incurred when attending training courses including, parking charges and mileage if incurred. Expenses should be agreed with the Clerk in advance of attending the training event.

### Training for Councillors

- All new Councillors will have an induction meeting with the Clerk / Chair to provide them with key information about the role of a Councillor, how KPC operates, and any particular duties expected of them.
- New Councillors are expected to attend a New Councillor training course within 6 months of becoming a Councillor.

- Councillors are encouraged to attend additional training courses during their term of office whenever possible.
- It is recognised that it may be difficult for some Councillors to attend training during the daytime due to work commitments. In-house training during an evening will be considered wherever possible, to enable all Councillors to attend.

### Monitoring

- The Clerk will keep a record of all training provided, and the associated costs against budget.
- All Councillors and employees will provide feedback on courses attended to assess value, relevance, content and effectiveness.
- Any training presentation papers obtained should be retained, shared and used for in-house training and information sharing.

This policy will be reviewed annually, and you will be informed of any changes.

**April 2019**