



**Heworth Without Parish Council**  
Nicola Moorcroft (Clerk to Parish Council)  
83 Broome Close, Huntington, YORK YO32  
Tel: 07410 976367  
E-mail: [clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com)  
[www.heworthwithout.org.uk](http://www.heworthwithout.org.uk)

## **Heworth Without Parish Council Training and Development Policy**

Heworth Without Parish Council recognises that training and development for councillors and employees is an investment in its ability to deliver effective products and services and will contribute to a culture of continuous development.

The Council will review the training needs for councillors and council staff annually; provision in the annual budget will reflect those needs.

### **Heworth Without Parish Council is committed to:**

- Providing adequate training budgets to achieve its objectives.
- Encouraging and supporting the development of knowledge, skills and abilities and recognising that there is shared benefit.
- Providing the necessary opportunities, resources and support to enable all employees to attain and maintain knowledge, skills and abilities.
- Providing induction training for all newly elected/ co-opted councillors.
- Providing/sourcing specialised training where councillors have specific duties, e.g. Chairman, allotments, planning, etc
- Ensuring that training opportunities and resources are provided to employees in an equitable and fair way and related to specific needs.
- Ensuring that the staff development review system will address training and development needs.

### **In addition to the above:**

Councillors and employees are responsible for applying positive attitudes and action in their development and to assist the parish council's achievements.

Where a councillor or employee fails to attend an appropriately booked training course the reason for doing so must be approved by the council or re-imburement may be sought.

**Adopted November 2019**