



## 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 assisting with 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**  
**Reviewed November 2021**  
**Review Date November 2023**