

KIMBERLEY AND CARLETON FOREHOE PARISH COUNCIL

Training Policy

Kimberley and Carleton Forehoe Parish Council is committed to training its staff and members as outlined in our attached policy. Training needs are identified and communicated to the Council. Training covers all area of work that the Council undertake and are involved in.

The Council aim to keep all Councillors and employees up to date and aware of any changes of legislation.

The Clerk will be actively encouraged to undertake career development and training which will be funded by the Council when agreed by the Councillors.

Training will be undertaken:

- If there is an accident or occurrence which highlights this need
- Mistakes or errors show a lack of knowledge
- New equipment is received which requires specialist handling / use
- New working methods are introduced
- A complaint is received by the Council
- Staff or Councillors request training

The success of training and development is evaluated by the Council to gauge its relevance, content and appropriateness. All training presentation papers are retained and used for in-house training and information sharing.

Adopted May 2015

Review: May 2018