



TRAINING & DEVELOPMENT POLICY

Pulborough Parish Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

Development and training is a joint commitment between the Parish Clerk, the Council staff and its' elected Members and by working in partnership, appropriate investment in relevant training and development will be identified and resourced. Employees and the Parish Clerk will be asked to identify their training and development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. Legislative requirements i.e. First Aid, Fire Safety, Manual Handling and changes in legislation will also be considered when identifying training and development needs.

Records of all training undertaken by employees and the Parish Clerk will be kept in the personnel files of each member of staff. Employees will also be asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the Parish Council.

Adopted by Full Council: 19.04.18
Review by F&P Committee due: 2019