

## Training Policy

Gainford & Langton Parish Council

Training Policy (Statement of Intent)

Training can strengthen commitment, motivate staff, cut waste and boost output. It can also be expensive, time consuming and not necessarily relevant to a Parish Council comprising a significant number of skilled and professional volunteers.

1. Needs for Training. Typical aspects which might benefit from training are:

Changes in legislation

New and revised qualifications for the Parish Clerk

Accidents/injury

Professional errors or omissions

Introduction of new equipment

New processes/working methods

2. Applicable persons

Salaried personnel should receive training applicable to their specific role e.g Parish Clerk. Contractors and self employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at the council's expense. Consideration should be given to the qualifications and expertise available from the volunteers within the council before committing to any training scheme.

3. Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of the council

4. How to identify training needs

a) Staff appraisals

b). Questionnaires

c). Interview/discussion

d). Request

e) Legislative changes

5. Resourcing training

Organisations offering training include:

County Durham Association of Local Councils (CDALC)

Society of Local Council Clerks (SLCC)

National Association of Local Councils (NALC)