

TRAINING & DEVELOPMENT POLICY

Policy Statement

Gosfield Parish Council is fully committed to ensuring that all staff have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our staff is fundamental to the improvement of our operational performance and the achievement of our strategy and goals. Gosfield Parish Council will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all staff of Gosfield Parish Council irrespective of their employment status, function, grade or location.
In accordance with the organisation's Equality and Diversity Policy, all staff are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

It is the responsibility of the Chairman to:

- identify and consider training and development as an integral part of the business planning process
- ensure that the training and development needs of all staff and new Parish Councillors are assessed and provided for in accordance with this policy;
- agree and identify appropriate and cost-effective training and development solutions
- evaluate the efficiency and effectiveness of training and development
- monitor the efficiency and effectiveness of this policy

All staff and Parish Councillors are responsible for:

- Identifying their own training and development needs and bringing these to the attention of Gosfield Parish Council.
- undertaking training and development activities which will enable them to perform their work efficiently and effectively
- managing their own learning and professional updating

Review and monitoring:
Overall responsibility for the operation of this policy lies with the Personnel Committee and will be monitored on an annual basis.

Training and development needs

Training and development will be provided only where needs exist. The Personnel Committee will identify the training needs of their staff. Training and development needs, once identified will be collated centrally and priorities assessed.

Gosfield Parish Council must approve all training and development activities in writing, in advance.

Budgetary Control

Gosfield Parish Council will determine the annual budget available and formulate a strategy for the deployment of available resources.

Induction

All new staff and Councillors will receive appropriate induction training. All new Parish Councillors will also be offered and encouraged to attend appropriate training. This will include the identification of appropriate training and development needs.

Health and safety training

All staff will be given adequate health and safety training, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular, when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

Evaluating training and development

All training and development activities will be evaluated.
At organisation level, the Personnel Committee will be responsible for evaluating all training and development activities against the business strategy and goals on an annual basis.

Gosfield Parish Council will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.

Adopted
Date 17th November 2025
Minute reference 25/227 Item 5
Signed ……Chairman
Review Date: May 2026