**Diagram

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**Training and Development Policy**

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| Policy adopted on | 07 June 2021 |  |
| Reviewed and approved on |  |  |
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**Dent with Cowgill Parish Council**

**Training and Development Policy**

Introduction

Dent with Cowgill Parish Council (‘the council’)is committed to ensure that its employees are provided with the training they require to ensure they can carry out their duties to the best of their abilities, are up to date with all current legislation and are trained to a high standard to ensure that they are able to deliver the council’s strategic priorities efficiently.

Policy Statement

The council is committed to the provision of training and development to help  
raise the council’s overall performance and will comply with equal opportunities and other Council policies when assessing training and development needs.

The training and development policy is aligned with the council’s overall priorities and objectives, forms part of the overall performance management of employees and councillors and gives due regard to the personal development needs of individuals.

The Clerk is responsible for securing the necessary training to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties to the parish and residents.

The council recognises that because of its size most formal training will be provided by outside bodies. Therefore, close links have been established with various training providers including the Cumbria Association of Local Councils, Society of Local Council Clerks and the National Association of Local Councils.

All staff

•  Are encouraged to identify their own training and development needs.

•  Are provided with a contract of employment setting out clear objectives and expectations.

•  Receive an employment and salary review annually from their Line Manager

•  Are encouraged to attend training relevant to the proficient discharge of their duties.

•  Receive regular feedback from their Line Manager on their performance.

Training needs identification

•  Opportunities to attend courses will be investigated by the Line Manager.

•  Training needs will be identified through the recruitment process for new staff, including application form and interview, formal and informal discussions and annual staff appraisal for existing staff.

•  All staff are expected to keep up-to-date with developments in the sector and highlight to their Line Manager any training required.

Resourcing Training

•  Annually a review will be undertaken during the budget process to ascertain any weaknesses or potential areas of improvement that the council could enhance through training.

•  An agreed budget will be put in place to cover training courses, annual subscriptions and purchasing of relevant publications.

Evaluation and review of training

•  In order to evaluate training, the staff are required to evaluate how successful and appropriate the training has been. The purpose of this is to provide shared learning across the organisation, which provides both training benefits and represents value for money.

• The council will maintain an updated training record for all staff and will review the training and development policy on an annual basis.