



# WILSDEN PARISH COUNCIL

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

## TRAINING POLICY

Wilsden Parish Council recognises that training and development for councillors and employees is an investment in its ability to deliver effective products and services and will contribute to a culture of continuous development. The Council has delegated the responsibility for reviewing the training needs for councillors and Council staff to the Management and Strategic Policy Committee, which will make proposals in the annual budget to fulfil these needs. The Council has delegated responsibility for the budget to the Clerk.

Wilsden Parish Council will:

1. Provide adequate training budgets to achieve its objectives.
2. Encourage and support the development of knowledge, skills and abilities and recognise that there is shared benefit.
3. Provide the necessary opportunities, resources and support to enable employees to attain and maintain knowledge, skills and abilities.
4. Induction training will be provided for all newly elected/ co-opted councillors. If councillors have specific duties, e.g. Chairman, training will be provided where possible.
5. Ensure that training opportunities and resources are provided to employees in an equitable and fair way and related to specific needs.
6. The staff development review system will address training and development needs.
7. Councillors and employees will have responsibility to apply positive attitudes and action in their development and to assist the parish council's achievements.
8. Where a councillor or employee fails to attend an appropriately booked training course the reason for doing so must be approved by the council or re-imburement may be sought.
9. YLCA webinar courses: as the trainee must book their own courses the Clerk must be notified of any bookings made as soon as is feasible. As invoices are issued to the trainee these must be sent to Clerk for payment when received.

Reviewed October 2018

re-adopted November 2018

Reviewed and amended July 2020

Re-adopted 3<sup>rd</sup> August 2020