

## Aldenham Parish Council

# Training Policy

Aldenham Parish Council believes that appropriate training of Councillors and staff is essential to provide the standard of service to the parish to which the Council is committed.

Aldenham Parish Council will ensure funding is available for the training needs of both Councillors and staff in its annual budget.

### **Councillor Training**

All new Councillors will be provided with an induction pack. This pack will include sufficient information to allow Councillors to undertake their duties upon election.

All new Councillors will be offered the opportunity to attend courses provided by the Hertfordshire Association of Parish & Town Councils (HAPTC) and other appropriate organisations.

All existing Councillors will be offered the opportunity to attend courses provided by HAPTC and other appropriate organisations.

All Councillors will be made aware of training courses and conferences provided by HAPTC via the monthly council meetings and weekly e-mail bulletins.

Councillors will be offered the opportunity to join in any relevant staff training, particularly those concerned with health and safety and fire regulations.

Training for Aldenham Parish Council Planning Committee will be organised with Hertsmere Borough Council concerning planning procedures and legislation if appropriate

### **Staff Training**

All new staff will be given in house training, both formal and informal, particularly in health and safety procedures.

All staff will be given regular health and safety training.

First Aid training will be provided for nominated members of staff.

All staff are encouraged to identify and discuss their training needs with their Line Manager who will arrange training as appropriate.

Staff will be encouraged to acquire qualifications appropriate to their posts. The council will provide financial support i.e. fees and travel expenses where it deems it appropriate.

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