



STANSTED MOUNTFITCHET

PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Adopted by the Council on 31st October 2018

POLICY STATEMENT ON TRAINING AND DEVELOPMENT

Stansted Mountfitchet Parish Council recognises that its most important resource is its councillors and employees and is fully committed to their training and development so that they will gain the necessary skills to reach their full potential. This will assist the council in enabling it to achieve its aims and objectives and provide the best possible service to residents. **The individual training and development needs of employees will be identified through:**

- The supervision process
- An annual performance appraisal
- Requests from employees.

All new councillor's will be expected to undertake induction training and complete an annual Training and Development questionnaire to identify their training and development needs. They will also be allocated a mentor. The induction programme for councillors' will be tailored to meet their needs from courses available via EALC, the availability of a mentor and in consideration of any relevant experience.

The training and development needs identified for staff and councillors' will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment by the Clerk for staff and the Chairman of the Council / Personnel Sub-Committee for councillors'. All internal training provided by the organisation will be of no cost to the employee or councillor. External courses and professional qualifications may be fully or partly funded by the organisation depending on the nature of the training/need.

Councillor's and employees are also responsible for their development and as such may inform the organisation of their development needs and take part in agreed appropriate development activities. As part of the organisation's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process. This policy respects equal opportunities and applies to all employees.

The supervision and annual appraisal process for employees (separate policies apply) will also support and promote the employees development by

- Ensuring the developing needs of the organisation are supported and promoted by a learning culture within the staff team and the council in general.
- Individual practice needs are addressed promptly and appropriately.
- Individual and team development needs are prioritised against the objectives and targets set by the council.