

Mildenhall Parish Council Training Policy

Mildenhall 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

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

1. 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 Suffolk Association of Local Councils and other appropriate organisations.
- All existing Councillors will be offered the opportunity to attend courses provided by the Suffolk Association of Local Councils and other appropriate organisations.
- All Councillors will be made aware of training courses and conferences provided by the Suffolk Association of Local Councils and other appropriate organisations via the monthly council meetings and individually provided copies of the training information.
- 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 Mildenhall Parish Council Planning Committee will be organised with Forest Heath District Council concerning planning procedures and legislation if appropriate

2. 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.

3. Review

Mildenhall Parish Council will review this policy at *bi annually* intervals to ensure that it meets the training needs of Councillors and staff.

Signed at the Mildenhall Parish Council meeting on 27 May 2010

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Cllr Brian Sulman – Chairman

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Caroline Steggles – CEO

**Revised at Establishment & Policy Committee:
09.06.11 Confirmed by full Council 30.06.2011**