

# **Lanchester Parish Council**

## **Training – Statement of Intent**

Lanchester Parish Council is committed to the development of its members and employees and values the contribution they make to providing quality services.

The Council will encourage members and employees to improve their own and others performance and will ensure equality of opportunity in development. The Council recognises that it is important that the right people with the right skills are able to perform to a high standard.

This training policy applies to all employees and members irrespective of contracted hours, grade or length of service.

Access to training and development activities should be equitable and based upon individual and organisational needs. In line with the councils Equal Opportunities Policy the council will seek to ensure that employees and members are not discriminated against on the grounds of sex, race, ethnicity, disability or sexual orientation.

Lanchester Parish Council recognises that successful training can only be achieved through a two-way process. Commitment and encouragement is necessary from managers and the council and just as importantly, employees and members need to take responsibility for their own performance. Employees and members are responsible for improving their own performance, helping others improve their performance, participating fully in opportunities and applying what they have learnt to their work.

Lanchester Parish Council recognises that successful training can take many forms which include; on the job training, in-house courses, external courses, distance learning courses, mentoring etc. The council will at all times seek to secure the most appropriate and cost effective delivery of training.

Training needs will be assessed annually through a training needs analysis form completed by members and employees, and through an annual performance review for employees. This information will form an annual training plan. This document will be flexible enough to allow for the introduction of other necessary training during the year.

Lanchester Parish Council is committed to achieving and maintaining quality standards and sees training as a fundamental element in securing these awards.