

Great Braxted Parish Council

Training Policy (Statement of Intent)

Training can strengthen commitment, motivate staff, cut waste and boost output.

1. Needs for Training.

Typical aspects which might benefit from training are:
Changes in legislation
New and revised qualifications for the Parish Clerk
Accidents/injury
Professional errors or omissions
Introduction of new equipment
New processes/working methods

2. Applicable persons

Salaried personnel should receive training applicable to their specific role, for example, Parish Clerk. Contractors and self-employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at Great Braxted Parish Council's expense. Consideration should be given to the qualifications and expertise available from the members within the Parish Council before committing to any training scheme.

3. Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of Great Braxted Parish Council.

4. How to identify training needs

a) Staff appraisals
b) Questionnaires
c) Interview/discussion
d) Request

5. Resourcing training

Organisations offering training include:
Essex Association of Local Councils (EALC)
Society of Local Council Clerks (SLCC)
National Association of Local Councils (NALC)
Rural Community Council for Essex (RCCE)

Signed: …….. Date: 5th March 2020
Chairman