

Great Waltham Parish Council

Parish council training policy

Review Date	Reviewer	Changes made
May 2015	P Braisby	Para (b) final paragraph – wording added ‘A register of training will be maintained and reviewed annually’. References to Chelmsford Borough Council in section on provision of training updated to Chelmsford City Council.

The Parish Council recognises that training can play a useful role in ensuring that all involved in Parish Council duties operate as effectively as possible.

Areas for Training

a) Induction Training

Induction training should be offered to all new Parish Councillors. Councillors should be expected to undergo training within six months of election or co-option.

b) Specific Training

Training should be considered wherever duties for the Parish Council involve such essential matters as

- Legal
- Statutory
- Finance & Contracts
- Health & Safety
- Environmental
- Planning
- Employment

And any other relevant areas.

Generally such training should be undertaken when someone is appointed to undertake Parish Council duties.

The Council will aim to have at least two Councillors trained in each defined category. A register of training will be maintained and reviewed annually.

Candidates for Training

Anyone who undertakes duties for the Parish Council should be considered e.g.

- New Parish Councillors
- Parish Councillors chairing committees
- The Clerk
- Staff employed by the Parish Council

Provision of Training

Main trainers:

Essex Association of Local councils: City and Parish training programme published in the Association's magazine.

Chelmsford City Council; already provides training for CBC staff. Further discussion required to establish what training can be made available to Parish Councils. There are a number of references in CCC Council minutes to possible extension of training to Parish Councils on particular matters e.g. Finance, Planning.

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