

GREAT WALTHAM PARISH COUNCIL

Training Policy

Version 3

This policy document should be reviewed and updated as necessary.

| Version | Review Date | Reviewed By | Summary of Changes |
|---------|---------------|-------------|--|
| 1 | 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. |
| 2 | December 2021 | S. Gilbert | Format changes. |
| 3 | April 2022 | S. Gilbert | <ul style="list-style-type: none">• Revised preamble confirming Council’s commitment to training.• Addition in Induction Training to make clear expectation of new councillors’ EALC training.• Addition in Specific Training of triggers for identifying training needs.• In Provision of Training: addition of EALC website address, removal of out-of-date commentary re: CCC, and addition of The Play Inspection Co. as a trainer. |
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Great Waltham Parish Council (“Council”) recognises that training can play a vital role in ensuring that all those involved in its activities operate as efficiently as possible. In addition, it believes councillors and staff become more confident and effective in their roles with appropriate and timely training. Its commitment to enhancing skills is reflected in the training costs allocation within its planned budget.

Areas for Training

a) Induction Training

Induction training should be offered to all new councillors and staff. This will include both formal and ‘on the job’ training, as applicable. New councillors are expected to attend the councillor training modules provided by the Essex Association of Local Councils (EALC) within six months of election or co-option.

b) Specific Training

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

- Legal,
- Statutory,
- Finance & Contracts,
- Health & Safety,
- Environmental,
- Planning,
- Employment; and
- Any other relevant areas as they are identified.

The Council will aim to have at least two councillors trained in each defined category. Generally, such training should be undertaken when someone is appointed to undertake Council duties.

Other triggers for training needs may also include: changes in legislation, changes in IT systems, new/revised qualifications are launched, accidents, professional error/mistake, complaints to the Council, a request from a member of staff or new/upgraded machinery or equipment.

In addition, through the Council’s annual appraisal system or other formal or informal discussions training needs for members of staff may be identified.

A register of training will be maintained and reviewed annually. Accreditation councillors’ training should be posted on the parish website.

Candidates for Training

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

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

Provision of Training

Main trainers:

- Essex Association of Local Councils: The current EALC training programme is available at <https://www.ealc.gov.uk/training/>.
- Chelmsford City Council.
- The Play Inspection Co.