

GREAT WALTHAM PARISH COUNCIL

Training and Development Policy

Version 4

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 In Provision of Training: addition of EALC website address, removal of out-of-date commentary re: CCC, and addition of The Play Inspection Co. as a trainer.
4	July 2024	A. Martin	<ul style="list-style-type: none"> New wording introduced.

Introduction

Great Waltham Parish Council ("Council") is committed to ensuring our Councillors and staff are trained to the highest standards which are kept up-to-date with all new legislation and relevant development opportunities. To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training events and conferences relevant to their office. Prospective Councillors and applicants for the posts of Parish Clerk and Responsible Financial Officer ("Clerk")¹ will be made aware of this policy and the expectations placed upon them contained within it. Unless otherwise agreed, training is recommended and encouraged but is not compulsory.

Policy Statement

The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents in a professional manner. Its intention is that all Councillors, the Clerk and any other employees are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

Training and Development Activity

The Council consists of eleven Councillors and employs one Clerk and one Handyperson. Training and development for each of these individuals will be regularly reviewed and will require as a minimum:

For Councillors:

- Attendance at an induction session explaining the role of the Council, Councillors and Clerk.
- Website signposting to copies of the Council's Standing Orders, Financial Regulations, Code of Conduct and all other policies, and other information deemed relevant.
- Access to relevant courses provided by bodies such as the Essex Association of Local Councils (EALC).
- New Councillors are expected to attend the EALC Councillors training modules within six months of election or co-option.
- Review of all circulated documentation, such as briefings and newsletters.

For the Clerk:

- Induction session explaining the role of the Council, Councillors and Clerk.
- Website signposting to copies of the Council's Standing Orders, Financial Regulations, Code of Conduct and all other policies, and other information deemed relevant.
- Attendance at a "Working with your Council" course or similar.

¹ The roles of Parish Clerk and Responsible Financial Officer are separate, but are typically performed by the same person and therefore the functions of both are generally referred to as those of the Clerk.

- Maintaining² or gaining within 12 months of appointment a Certificate in Local Council Administration (CiLCA) – this is a condition of employment.
- Any other training relevant to the proficient discharge of their duties such as IT, legal powers, finance and understanding the planning system identified through regular training needs assessments.
- Attendance of relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings with EALC.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications, which will remain the property of the Council.
- Arranging mentoring opportunities with suitably qualified clerks from neighbouring parishes.
- Regular feedback from the Chair of the Council in their performance.

For Handyperson:

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.

Training needs identification

With the exception of EALC Councillors training modules (offered on commencement in role) training requirements for Councillors will usually be identified by themselves, the Chair and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.

Annually, the Council will formally review the training needs of Councillors, the Clerk and the Handyperson at a meeting of the Parish Council.

Training needs for the Clerk will be identified through the recruitment process for new Clerks, including application form and interview, formal and informal discussions, and annual staff appraisals. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

Resourcing Training

Annually, an allocation will be made in the budget to enable appropriate training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Essex Association of Local Clerks to enable the Clerk and Councillors to take advantage of their training courses and conferences.

Purchase of relevant resources such as publications will be considered on an ongoing basis.

Evaluation and review of training

² The Clerk's requirement to already have a relevant CiLCA qualification may be a prerequisite to appointment if needed to satisfy other Council requirements, such as maintaining its LCAS (Local Councils Award Scheme) accreditation.

All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process above.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council, new services, new qualifications, new equipment, complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

The Clerk will maintain a record of training attended by themselves and the Councillors. Accredited Councillors training will be posted on the parish website.

It is expected that after successful completion of any course, members of the Council or staff will remain in post for one year (unless they do not stand or are not elected at an election within that time) or remunerate the Council for the cost of the course.