

Pentlow Parish Council

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Training Policy

Pentlow Parish Council is committed to providing appropriate training opportunities for all staff and Councillors. to enable them to undertake their duties more effectively. To achieve this Pentlow Parish Council is committed to:

Identifying training needs. both at appointment/election. and on an ongoing basis.

Providing a new Councillor pack to all new Parish Councillors

Providing new clerk training to all new clerks. via EALC

Circulating details of all training courses available to all staff and Councillors as advised by EALC

Working closely with EALC and Braintree District Council when training needs are identified which have no formal training courses

Purchasing necessary literature for staff and Councillors (such as: Arnold-Baker on Local Council Administration / Meera Tharmarajah Local Councils Explained)

Encourage staff and Councillors to undertake research and reading opportunities to improve their knowledge

Completing an annual appraisal with all staff.

It is the responsibility of both staff and Councillors to identify both their own training needs, and to make suggestions for the training needs of others.

Options for training include. but are not limited to:

Subject related training i.e. planning

Personal qualities i.e. chairmanship

Technical i.e. website maintenance

Health and safety

Training can take the form of courses. Workshops. presentations. reading. All staff and Councillors should keep a record of training undertaken.

Planning organising and funding training:

Allocating an annual training budget

Investigating and suggesting appropriate training to meet identified needs

Bursaries are available for clerk training.

Evaluating the effectiveness of training by:

Seeking feedback from the attendees on the impact that the training has had

Reviewing annually what training that has been undertaken, the cost and impact, identifying improvements for the following year.