



# **SOUTHMINSTER PARISH COUNCIL**

New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

Tel: 01621 773868

Fax: 01621 773868

E-mail: [southminsterpc@yahoo.co.uk](mailto:southminsterpc@yahoo.co.uk)

Website: [www.essexinfo.net/southminster-parish-council](http://www.essexinfo.net/southminster-parish-council)

## **Southminster Parish Council Training Policy**

### **1. Introduction**

It is the Council's policy that all Members and staff will be trained to a high standard to ensure that they are able to discharge their duties to the community as efficiently as possible. This document forms the Council's Training Policy. It sets out:

- The Council's commitment to training
- The identification of training needs for Councillors and Staff
- Training Budget

### **2. Commitment to Training**

Southminster Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this funds are allocated to a training budget each year to enable Councillors and staff to attend training and conferences relevant to their office.

The Clerk to bring to the attention of Members and Staff any training opportunities.

Members and Staff are to be trained for specific duties.

### **3. Councillor Training**

- 3.1 All Councillors will be provided with an induction file containing sufficient information to allow Councillors to undertake their duties upon election.
- 3.2 All Councillors will be expected to attend internal induction training provided locally by the Clerk and officers.
- 3.3 Whilst it is expected that Councillors attend training sessions it cannot be compulsory. It is a requirement that all Councillors should attend training sessions relevant to Councillor Roles and Responsibilities and preferable that Councillors taking on the duties of Chairman of the Council or its Committees have undertaken appropriate training.
- 3.4 Councillors will be expected to undertake training on the local planning system and this will be provided by MDC or an appropriate organisation.
- 3.5 All Councillors will be encouraged to attend on-going development training provided by EALC or an appropriate organisation.

### **4. Staff Training**

- 4.1 All new staff will be given in house induction training, both formal and informal prior to commencing their duties.
- 4.2 All staff will be given regular Health & Safety training with First Aid training provided for nominated members of staff.
- 4.3 All staff are encouraged to identify and discuss their training needs with the Clerk and/or Parish Council Chairman and acquire qualifications appropriate to their post.
- 4.4 All Staff will be encouraged to attend on-going development training provided by EALC or an appropriate organisation.
- 4.5 Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Staffing Committee and/or full Council.

- 4.6 The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CiLCA) as a minimum and the Council will provide appropriate training and support to enable this to be achieved.
- 4.7 The Clerk and other members of staff will be expected to attend training days whenever possible which are relevant to their office. Time will be allowed and remunerated for attendance at such training.

## **5. Training Relevance**

The Parish Council Chair will have the ultimate say on whether training is relevant and should there be insufficient training budget remaining for that year, determine whether training should be undertaken. Priority will be given to new Councillors if there are budget constraints.

## **6. Training Budget**

Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget.

Members and Staff should be encouraged to bring forward any training proposals for the following year budget.

The Council will meet the annual subscription to the Society of Local Council Clerks (SLCC) and Essex Association of Local Councils (EALC) to enable Clerk and Councillors to take advantage of their training courses and conferences.

\* \* \* \*

16-07-11 Document adopted (pcm 16/053)

17-12-18 Reviewed (pcm 17/183)

16-07-19 Reviewed (pcm 19/159)

21-09-20 Revised (pcm 20/163)

19-07-21 Reviewed (pcm 21/128)

29-03-23 Reviewed (pcm23/087)

18-03-24 Amended (pcm24/069)