

# Tendring Parish Council

## Training Policy

Training is available for both the Clerk of the Parish Council and also Councillors. This policy refers specifically to the Clerk (which in the below will also include any other employees the Parish Council may have) as it relates to role-specific training and also how the Parish Council handles and records the time spent on training courses.

- Tendring Parish Council recognises that having a trained Clerk is essential to ensure the Council follows best practice, complies with all relevant laws and regulations and is able to operate as efficiently as possible.
- Training needs will be discussed and agreed as part of the Clerk's objectives for the year, a process that will be handled by the Personnel Committee.
- Any training agreed as part of this process will be treated as approved expenditure against the training budget.
- Additional training needs may arise through the year and these will be assessed as and when they occur, again with the Personnel Committee approving the booking.
- For all approved training, the expectation is that the Clerk will not be able to accommodate the training time within their set monthly hours, as these have been agreed as necessary for month-to-month work. As such, it is expected that all time spent attending approved training courses, including travelling time, will be reimbursed to the Clerk through an overtime payment.
- An exception to this would be where, at the end of the month, the set hours of work have not all been used up, in which case remaining hours will be set against the training time, with any balance paid as overtime.

Approved by Council: March 2023

Policy Review: February 2024