

LITTLE BADDOW PARISH COUNCIL

TRAINING POLICY

A brief statement of commitment to training:

The aim of this policy is to provide clear direction and purpose in respect of learning and development of Councillors in order to achieve:

- Motivated and skilled members of the Council.
- Consistent and fair approach to member training and development.
- Well-equipped members who are able and confident to carry out their roles effectively.

This document has been produced so that there is a written document to confirm that The Parish Council has a statement of training for both Councillors and Officers (the Clerk and others).

A brief outline of commitment to training includes and what type of training it covers:

Little Baddow Parish Council will consider that training is provided for any Members or Staff who request, or have been identified, to attend courses. All new Councillors and staff are supported by induction to the Council by the Clerk.

All Members and Staff are asked to complete the 'Roles and Responsibilities' and 'Law and Procedures' Courses held by the EALC when joining the Council. Councillors are provided with a 'New Councillors' Pack when joining the Council provided by the EALC. The Clerk should be a qualified Clerk with either the CilCA Qualification, or University of Gloucestershire qualification or working towards one of these qualifications. All staff will be trained in conjunction with legislation. Courses are also completed by the Caretaker in the operation of equipment.

Identification of Training Needs:

There is an appraisal system in place for staff, which highlights any training, that is required by staff and the requirements of individuals. The EALC calendar of training is publicised through the minutes of the Council monthly and any other courses as they become available which give the opportunity for staff and members to request attending.

Resourcing Training to meet Needs:

Training requirements are planned into the budget process and are in place for both Councillors and staff to support training needs identified.

The following are a list of places used for training; this is not a definitive list and can be added to:

- Calendar of Events is circulated from the EALC and Essex Training Partnership for Members and Staff so that if there is a subject covered training can be completed under this resource heading.
- Essex County Council - Parish Paths Partnership First Aid and Risk Assessments..
- Essex Playing Fields Association has been used regarding play areas and playing fields.
- The Rural Community Council if appropriate.
- Chelmsford City Council

Measure the Impact of Training:

(a) All development will be evaluated to establish reactions to an event, its impact on the individual and their performance in their role and where possible, the impact on the Council as a whole.

(b) Staff acquire more confidence, match legal requirements and have the understanding of the workings of the Parish Council.

There is a training record for all councillors and staff members which is produced annually and is shown on the Parish Council's website

How to resource training to meet needs:

Training is identified through staff appraisals and informal and formal discussions. Training may also be required through: (this is not a definitive list and may be added to)

- a) Changes in legislation
- b) Changes in systems
- c) New and revised qualifications launched
- d) Accidents
- e) Professional error/mistake
- f) Complaints to the council
- g) A request from a member of staff
- h) New/upgraded machinery or equipment

How the Council considers the needs of Members

This will be addressed through Agendas and ascertaining from Members which Courses would be appropriate for them to attend.

Training the Council:

If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend.

Keeping the Council Up-to- Date:

The Council subscribes to the following publications which are available to staff and members for reference:

- Local Council Review, which is published by NALC.
- Fieldwork and the Essex Protector are both journals together with Clerks and Councils Direct.

The Council is also a Member of the Essex Association of Local Councils, Essex Playing Fields Association and the Rural Community Council. The Society of Local Clerks website is used for additional information. Web sites are continually used for up-to-date information.

Support for the Council

The Essex Association of Local Councils supports the Council. The Council will continue to support the Clerk as a member of the Society of Local Council Clerks. The Council should encourage the Clerk to be a Member of the Institute of Local Council Management. (Annually the Clerk has to complete a training programme to retain membership – continued professional development).

This document has been produced as a training policy for the Council and will be reviewed annually at a meeting of the Council.

Little Baddow Parish Council
Approved: 05 January 2009
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