



TRAINING AND DEVELOPMENT POLICY

The Training and Development Policy was first adopted by the Council at its meeting held on 25th April 2024. The policy will be reviewed by the Council biennially.

	Date	Minute Reference
Adopted	25/04/2024	23/482
Next Review	April 2026	

TRAINING AND DEVELOPMENT POLICY

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TRAINING AND DEVELOPMENT POLICY

1. Commitment to training

- 1.1 Nazeing Parish Council is committed to providing the necessary training and development opportunities to ensure the Council can fulfil its duties and responsibilities. Its aim is to provide the appropriate skills to deliver a high level of service to its residents along with management skills to manage and plan those services.
- 1.2 The Council is committed to the training and development of its staff, Councillors and any volunteers to enable them to carry out their roles effectively and professionally. Training will focus on areas pertinent to local government but will also cover personal development where necessary.

2. Types of training

- 2.1 Types of training will include:
- Informal coaching
 - Formal training courses
 - Distance learning
 - Briefings (both in-house and external) and seminars
 - Conferences such as National Association of Local Councils, NALC (regional and national) and Society of Local Council Clerks, SLCC

3. Joining the Council

- 3.1 All new Councillors and staff are to be supported with an induction to the Council by the Clerk or the Assistant Clerk.
- 3.2 All new staff will have a formal training plan, created by the Clerk or the Assistant Clerk, including any relevant courses to be completed.
- 3.3 Any volunteers will have their training needs assessed depending on the activities they will be undertaking and an appropriate plan will be put in place.
- 3.4 Councillors are provided with a "Useful Information Pack" when joining the Council, including the NALC publication The Good Councillors Guide and details of available training courses.
- 3.5 Councillors are encouraged to be proactive in identifying their own training and development needs.
- 3.6 All Councillors are encouraged to complete the 2-day Councillors Course held by the EALC within 12 months of joining the Council.
- 3.7 The Clerk should be a qualified clerk with either the CiLCA Qualification, or University of Gloucestershire qualification or working towards these qualifications.

4. Chairman training

- 4.1 Following the election of a new Chairman they, together with the Clerk, will review any necessary training required to fulfil the role.

5. Identification of training needs

- 5.1 There is an appraisal system in place for staff which highlights any training which is required. Part of the outcome of any appraisal will be defined training and development needs for the coming year.
- 5.2 Training may also be required through (this is not a definitive list and may be added to):
- a) changes in legislation,
 - b) acquisition or development of a new facility
 - c) new working methods, equipment or systems,
 - d) new and revised qualifications launched,
 - e) health and safety,
 - f) professional error/mistake,
 - g) complaints to the council,
 - h) a request from a member of staff,
 - i) a request from a Councillor.
- 5.3 The EALC calendar of training is publicised annually, with regular email updates on courses available. Councillors are encouraged to register with EALC to ensure they receive these updates.
- 5.4 If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend.
- 5.5 Requests to attend training courses must be made via the Clerk who will include these on the agenda for consideration at the next meeting of the Council.

6 Training budget

- 6.1 An allocation is made in the Budget for training and development each year. The amount is reviewed annually by the Personnel Committee and should be adequate to support training of Councillors, staff and volunteers and to meet identified and anticipated needs. Budget allocation should be sufficient to cover all elements of training, as listed in 6.2, 6.3, 6.4 and 6.5.
- 6.2 There should also be an agreed amount to allow for any new Councillors and staff joining the Council to attend the recommended courses.
- 6.3 For approved courses, Councillors and staff can expect the following to be sponsored and adequate budget should be made available for:
- The course fee,
 - Examination fees,
 - Associated membership fees,
 - One payment to re-take a failed examination,
 - Travel expenses to attend the training.
- 6.4 Staff who are given approval to undertake external qualifications are granted the following:
- Time, including travel if appropriate, to attend on-line or day-release courses,
 - Time to sit examinations,

- Provision of study time which must be agreed prior to the course being undertaken.
- An understanding that studying may impact progress on projects and some core tasks.

6.5 In addition to the above, staff are allowed time each month to keep up to date with any changes and new initiatives advised by communications from the Government, the District and County Councils, NALC, EALC and other relevant bodies. This will be reviewed as part of their annual appraisal.

7 Impact of training

7.1 By undertaking training staff and councillors will acquire more confidence and understand the workings of a Parish Council.

7.2 All Councillors and staff who attend training are expected to report back to the Council Meetings either verbally or by distributing relevant material or both. The report should include an assessment of the relevance and effectiveness for future reference.

7.3 The eventual impact of appropriate and relevant training will be measured though the standard of the Council's service delivery, compliance with legal requirements and retention of Councillors and staff.

8 Training record

8.1 Training records for staff, Councillors and volunteers are to be maintained by the Clerk / Assistant Clerk, as part of the course booking process.

9 Keeping the Council up-to- date

9.1 The Council receives a monthly publication from Clerks and Councils Direct which is made available to staff and Councillors.

9.2 Email newsletters are also received from the Rural Community Council of Essex and the SLCC.

9.3 Regular updates are also available by subscribing to receive emails from the EALC, NALC and Epping Forest District Council.

9.4 A recent copy of a current version of Charles Arnold Baker, not more than 2 editions old, will be made available for reference.

10 Support for the Council

10.1 The Council is supported by the NALC and EALC.

10.2 In order that staff have access to up-to-date information, the Council will support the Clerk as a member of the SLCC or another relevant professional body, as deemed necessary.

End of policy.