



THAXTED PARISH COUNCIL

Community Information Centre
7, Town Street, Thaxted
Dunmow, Essex, CM6 2LD
Tel: 01371 831952
email: clerk@thaxted.co.uk
web: www.thaxted.co.uk

TRAINING AND DEVELOPMENT POLICY

Introduction

Thaxted Parish Council is committed to the provision of training and development for all Employees and Councillors. The Parish Council will strive to ensure Councillors and Employees remain competent and are aware of relevant legislative changes.

Training and development requests will be aligned to the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.

To support this requirement, funds may be allocated to a training budget each year to enable Staff and Councillors to attend training and conferences relevant to their office.

Policy Statement

The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices.

The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

Training and Development Scope

The Councillors and Employees shall review training and development activity requirements annually at the Personnel and IT Committee. The policy as a minimum shall deliver as a minimum:

For Councillors:

- Attendance at induction sessions explaining the role of Councillors.
- Provision of a Councillor Information Folder containing copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- Access to relevant courses provided by bodies such as the Essex Association of Local Councils (EALC) and Institute of Local Council Management.
- Circulation of documentation such as The Local Councillor; Local Associations Information Service Documents (LAIS) and relevant briefings.

For the Clerk/RFO:

- Induction session explaining the role of the Clerk & RFO
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year; Terms of References for all Committees and Sub-Committees and other information deemed relevant.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding of the planning system, identified through regular training needs assessments.
- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and Information and Networking briefings provided by EALC.
- Subscription to relevant publications and advice services.

- Provision of latest edition of the Arnold-Baker on Local Council Administration by Paul Clayden and other relevant publications, which will remain the property of the Council.
- Regular feedback from the Chairman of the Council in their performance.

If new in post:

- Gaining or working towards the Certificate in Local Council Administration (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain the General Power of Competence and continue to build or maintain any ongoing Local Council Award scheme, should Thaxted Parish Council wish to participate.

For all other employees of the Council

- Any other training relevant to the proficient discharge of their duties as identified by the Clerk
- Regular feedback from the Clerk of the Council in their performance
- Provision of the latest edition of the Health and Safety Manual
- Provision of the Employee Handbook
- Instruction in the completion of Risk Assessments and Method Statements (RAMS)

For Volunteers on Parish Council activities the following as a minimum will be provided:

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.
- Instruction in the completion of Risk Assessments and Method Statements (RAMS)

Identification of further Training Needs:

Training requirements for Councillors will usually be identified by themselves in conjunction with the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Personnel and IT committee.

Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Personnel and It Committee.

Training needs for the Clerk will either be identified through the recruitment process for new clerks, including application form and interview, or formal and informal discussions and annual staff appraisal for existing Clerks. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required. A record of Continuous Professional Development (CPD) activities undertaken by the Clerk will be reviewed on an annual basis.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

Resourcing Training:

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and/or Institute of Local Council Management as well as Essex Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

The purchases of relevant resources such as publications will be considered on an ongoing basis.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the Council to ensure that it is relevant to needs, cost effective and that the quality of training is consistent.

The Clerk will maintain a record of training attended by themselves and Councillors.

Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

Adopted December 2017

Review due December 2019