

**TOLLESHUNT D'ARCY
PARISH COUNCIL**

www.tolleshuntdarcypc.org



Training Policy V2.0

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TOLLESHUNT D'ARCY PARISH COUNCIL TRAINING POLICY

Commitment to training:

The Parish Council is committed to training for both Councillors and Officers (the Clerk and other staff).

The type of training it covers:

Tolleshunt D'Arcy Parish Council will consider any training requests by Councillors or Staff. All new Councillors and Staff are given an introduction to the Parish Council by the Clerk. All Councillors and Staff are expected to complete the Roles and Responsibilities Course held by the EALC upon joining the Parish Council. Councillors are provided with a "New Councillor's Pack" upon joining the Parish Council. The Clerk should hold either the Cilca qualification or the University of Gloucestershire qualification, or be working towards one of these qualifications. All Staff will be trained in line with Legislation.

Identification of training needs:

There is an appraisal system in place for Staff which highlights any training needs they may require. Councillors are expected to self-identify their specific training needs. The EALC calendar of training events is circulated by the Clerk at least annually together with any other courses which may become available. Councillors and Staff can then request funding to complete any course they feel will benefit and enable them, and the Parish Council, to fulfil their duties.

Resourcing training:

There is an annual budget to support Councillor's and Staff training needs, The following is a list (not definitive) of resources to facilitate training:
A calendar of training events circulated by the EALC and Essex Training Partnership.
The Rural Community Council.
The St. John's Ambulance.

Why is training needed?

Councillors and Staff acquire more confidence, complete legal requirements and have an understanding of the workings of the Parish Council. A feedback process is in place to comment on the course content and trainer.

Training Record:

A Training Record of all Councillors and Staff is produced annually and placed on the Parish Council website.

When is training needed?

Training is identified through Councillor's self-identification, Staff Appraisals and formal and informal discussions. Training may also be needed due to (not a definitive list):

- changes in Legislation,
- changes in systems,
- new and revised qualifications,
- accidents,
- professional error or mistakes,
- complaints to the Parish Council,
- new or upgraded machinery or equipment.

How the Parish Council considers training needs:

This will be an Agenda item. All training requests from Councillors and Staff will be considered on their merit.

Training for the Parish Council:

If the whole Parish Council requires training on a particular subject the Clerk will source the appropriately qualified person to deliver that training.

Councillors who attend external training are expected to share the information and knowledge gained on that course at the next full Parish Council Meeting and take the lead on implementing relevant ideas and suggestions.

Keeping the Parish Council up-to-date:

The Parish Council subscribes to the following publications which are available to Councillors and Staff for reference:

Local Council Review, published by the NALC, Clerks and Councils Direct.

The Parish Council is also a member of the Essex Association of Local Councils. The Society of Local Clerks' website is used for additional information and other websites are also used to obtain up-to-date information.

Support for the Parish Council:

The Parish Council is supported by the EALC. The Parish Council will continue to support the Clerk in being a member of the Society of Local Clerks and the Institute of Local Council Management, membership of which depends on the Clerk completing an annual training programme to maintain continued professional development.

Version	Details of Changes	Date	Approver
V1.0	Adoption of Policy	25/07/2017	TDPC
V2.0	Amended and Adopted	29/01/2019	TDPC
V2.0	Reviewed – no changes	10/05/2022	TDPC
	Next Review – May 2023		