

# Bradwell with Pattiswick Parish Council

## Training Policy

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## **1. STATEMENT OF INTENT**

Bradwell with Pattiswick Parish Council is committed to training Councillors and staff to fulfil their roles on behalf of the residents. This document confirms that the Parish Council has a statement of training for both Councillors and Officers. It explains the process that will be followed prior to agreeing training and how feedback/evaluation of training is undertaken.

The Parish Council considers that training should be provided for any Councillors or staff who request to attend courses that will enable them to act in a knowledgeable, professional and appropriate manner in order to maintain effective working practices.

All new Councillors and staff will be supported through induction to the Council by the Parish Clerk who will discuss the immediate training needs and arrange appropriate courses held by the EALC. All Members and Staff are required to complete the Roles and Responsibilities Course held by the EALC when joining the Council.

All Councillors will be provided with a "New Councillor's Pack" when joining the Council issued by the EALC and will be provided with a copy of "The Good Councillor Guide" upon accepting office (updated copies will be provided as published). The Clerk should be qualified with an up to date CiLCA Qualification, or similar, or working towards such qualification. All staff will be trained to comply with legislation and Parish Council Policies and Procedures.

## **2. IDENTIFYING TRAINING NEEDS**

Reasons training may be required:

- 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

It is the responsibility of all Councillors and staff to keep up to date with legislation and Parish Council Policies and Procedures and are expected to highlight any training which they may require in discussion with either the Parish Clerk or the Chairman. The EALC calendar of training is available on the EALC website. The Parish Clerk will identify any courses which may be relevant to the Councillors individually or collectively available through either the EALC or other recognised training provider. The Parish Clerk will produce an annual training programme in line with agreed budget and identified needs.

If all Councillors require training on a particular subject the Parish Clerk will source the appropriate qualified provider.

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

### **3. RESOURCING TRAINING**

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Training requirements are included in the budget process and are in place for both Councillors and staff to support training identified. The following is a list of training providers, but this is not a definitive list and can be added to:

- Essex Association of Local Councils
- Essex County Council
- Chelmsford City Council
- Braintree District Council
- The Rural Community Council of Essex
- Local Council Public Advisory Service
- Society of Local Council Clerks

### **4. ATTENDING TRAINING**

Councillors and staff are required to attend training that has been agreed and booked. If for any reason a councillor or member of staff is unable to attend, the Parish Clerk

must be advised immediately and an alternate attendee identified. Any courses not attended are subject to a sliding scale of charges.

If group or module training has been agreed at a Parish Council meeting it is incumbent upon all councillors and relevant staff to attend all sessions.

## **5. BURSARY & CANCELLATION FEES**

Parish Clerks are invited to apply for a Bursary from the EALC towards any skills or personal training that will aid them in their Council's work. The Bursary limit is 75% of the cost of the training course, to a limit of £500 in any one financial year. The Council will therefore be expected to pay the remaining 25% of the cost from Council funds or other available grants.

Courses not attended at the Essex Association of Local Councils is subject to the following charges:

Cancellations received more than 2 WEEKS prior to the course (Except for certificated courses where no refund will be offered, as EALC will have paid for the exam)	Full Refund
Cancellations received a minimum of 1 week before the course	50% credit note
Cancellations received of less than 1 week notice	no refund
Cancellations for Saturday Courses	no refund

Other training providers charge similar fees.

## **6. BOOKING TRAINING**

Once the need has been identified and agreed at Parish Council Meeting, courses will be booked by the Parish Clerk, taking advantage of any early booking or group fee reductions available.

The Parish Council will take responsibility for paying fee invoices in a timely manner.

Councillors and staff are entitled to claim mileage expenses for attending training in accordance with the Expenses Policy.

## **7. AFTER THE TRAINING**

Councillors and staff will be required to provide a report at the next available Parish Council meeting on any training attended and give a view as to whether this was worthwhile and should be undertaken by others. Such report to be included within the meeting minutes.

## **8. TRAINING RECORD**

A training record for all councillors and staff members will be maintained by the Parish Clerk and made available on the Parish Council's website for inspection.

## **9. CONTINUED PROFESSIONAL DEVELOPMENT**

It is a requirement of the CiLCA qualification that the Parish Clerk must undertake training throughout the year to achieve the required number of CPD points to maintain that qualification. The Parish Council gives a commitment to the Parish Clerk to provide the support and budget to fulfil this obligation.

Councillors are also encouraged to undertake a programme of Continued Professional Development to meet their commitment to residents to act in a knowledgeable, professional and appropriate manner to maintain effective working practices for the benefit of the residents of the Parish.