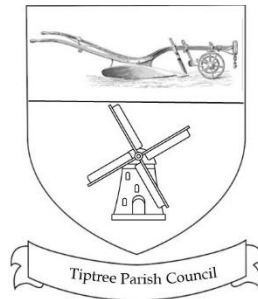


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## **DRAFT TRAINING AND DEVELOPMENT POLICY**

### **1. INTRODUCTION**

Tiptree Parish Council recognises that its councillors and employees are its most important resource. The Council is committed to training and development and to encouraging members and employees to enhance their skills, knowledge and qualifications, in order to effectively contribute to achieving the Council's aims, objectives, priorities and vision, in accordance with the Council's Mission Statement. Some training and development will also be necessary to ensure compliance with legal and statutory requirements.

To support this, funds are allocated to a training budget annually to enable councillors and staff to attend training and conferences relevant to their office. 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.

### **2. POLICY STATEMENT**

2.1 Tiptree Parish 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, the Clerk/RFO and all other employees of the Council are suitably equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

2.2 It is essential that councillors are given equal opportunity to develop their knowledge of local government and the law relating to parish councils, and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Parish Council of the future. Councillor and employee development will be recognised as an integral part of the Council's business.

2.3 Where appropriate, councillors and employees will be expected to undertake a programme of Continuing Professional Development (CPD).

### **3. TRAINING & DEVELOPMENT ACTIVITY**

#### **3.1 Introduction**

Tiptree Parish Council consists of 15 elected/co-opted councillors and employs 9 full/part time staff. In addition, volunteers from within Tiptree may be required to provide invaluable support for the Council's work.

Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

#### **3.2 Councillors**

- a) Attendance at Councillor Training sessions run by the Essex Association of Local Councils (EALC) for all new councillors
- b) Provision of a Councillor Information Handbook containing copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c) Attendance at EALC's and/or Colchester Borough Council's planning training course for all councillors wishing to be members of the Planning Committee
- d) Access to relevant courses provided by external bodies such as EALC, Colchester Borough Council, Essex County Council, Rural Community Council of Essex, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and Private Training Companies, where applicable
- e) Mileage for attending training courses
- f) Circulation of documentation such as briefings and newsletters/magazines to all Councillors

#### **3.2 Clerk/Responsible Financial Officer**

- a) Induction sessions explaining the role of Clerk (if required)
- b) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant
- c) Attendance at a 'New Clerk's' training course or similar (if required)
- d) Gaining the *Certificate of Local Council Administration (CiLCA)* (if required)
- e) Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding the planning system, identified through regular training needs assessments
- f) Attendance at relevant training courses and/or local meetings of external bodies such as SLCC, EALC, Essex County and Colchester Borough Councils
- g) Subscription to relevant publications and advice services
- h) Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council
- i) Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes
- j) Mileage for attending briefings, consultations, training and any other general meetings

### **3.3 Other Employees**

- a) Induction sessions explaining their role
- b) Provision of all relevant handbooks, policies, procedures and any other matter relating to their role
- c) Attendance at relevant training courses
- d) Subscription to relevant publications and advice services
- e) Mileage for attending briefings, consultations and training

### **3.3 Volunteers on Parish Council Activities**

- a) Briefings on relevant health and safety matters and the scope of their work prior to starting
- b) Assessment of their skill, knowledge and capacity to complete the task in hand including Risk Assessments
- c) Briefing on the safe use of any equipment provided by the Council
- d) Training for volunteers will not be beyond that which is necessary for their role

## **4. TRAINING NEEDS IDENTIFIED**

4.1 In order to provide appropriate training, development and learning opportunities for all councillors and employees, the needs will be identified through self-assessment, appraisals, the Council's aims and objectives and changes in legislation

4.2 Training requirements for councillors will usually be identified by themselves, the Chairman and Clerk, with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council

4.3 Annually, the Council will formally review the training needs of the councillors and employees at a meeting of the Parish Council

4.4 Training needs for all employees will be identified through informal discussions and annual staff appraisals

4.5 The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required

## **5. RESOURCING TRAINING**

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development. For the current year 2019/2020 this is £2500.00

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the SLCC and NALC/EALC to enable the councillors and employees to take advantage of their training courses and conferences

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis

## **6. EVALUATION & REVIEW OF TRAINING**

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result, will be brought into the training identification process stated in section 4 above.

6.2 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, employees or volunteers.

6.3 The Clerk will maintain a record of training attended by all councillors and employees

29<sup>th</sup> October 2019