

Greenstead Green and Halstead Rural Parish Council

TRAINING POLICY

A brief statement of commitment to training:

This document has been produced so that there is a written document to confirm that The Parish Council has a statement of training for both Councillors and its Officer (the clerk)

A brief outline of commitment to training includes what type of training it covers:

Greenstead Green and Halstead Rural Parish Council will consider that training is provided for any Councillors or the Clerk who request to attend courses.

All Councillors are asked to complete the Roles and Responsibilities Course and for the Clerk the New Parish Clerk Course held by the EALC when joining the Council. Councillors are provided with a "New Councillor's Pack when joining the Council provided by the EALC. The Clerk should be a qualified clerk with the Cilca Qualification or working towards this qualification. The Clerk to be trained in conjunction with legislation.

Identification of Training Needs:

There is an appraisal system in place for the Clerk which highlights any training which is required. The EALC calendar of training is publicised via email and any other courses as they become available which gives the opportunity for the Clerk and Councillors to request attending.

Resourcing Training to meet Needs:

Training requirements are planned into the budget process and are in place for both Councillors and the Clerk to support training identified.

Measure the Impact of Training:

Clerk acquires more confidence, matches legal requirements and understands the workings of a Parish Council.

How to resource training to meet needs:

Training is identified through appraisals and informal and formal discussions.

Training may also be required through: (this is not a definitive list and may be added to)

- 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
- g) a request from a member of staff
- h) new/upgraded machinery or equipment

How the Council considers the needs of Councillors?

This will be addressed through Agendas and ascertaining from Councillors which courses would be appropriate for them to attend.

Training the Council:

If the whole Council requires training on a particular subject the clerk will source the appropriate qualified person to attend.

Keeping the Council Up to Date:

The Council is a Member of the Essex Association of Local Councils, National Association of Local Councils and Rural Community Council of Essex. Web sites are continually used for up-to date information.

Support for the Council

The Council is supported by the Essex Association of Local Councils.

This document has been produced as a training strategy for the Council and will be reviewed annually at the May AGM.

Chairman P.Foster..... Date Adopted...8th July 2020.....

Review date...May AGM 2021.....