

## **Little Horkesley Parish Council**

### **Training and Development Policy**

#### **Introduction**

The aim of this policy is to confirm the Council's commitment to the training and professional development of both the councillors and the Clerk of the Parish Council.

Little Horkesley Parish Council takes all aspects of training and development seriously in order to enable councillors and the clerk to fulfil their duties to the highest standard.

All new councillors are given a copy of the NALC publication "The Good Councillors Guide" and it is recommended that they attend introductory courses provided by the EALC.

New councillors are also given copies of:

- The Code of Conduct for councillors
- Standing Orders
- Financial Regulations

The provision of training and development realises a number of benefits:

- improves the quality of services and facilities that the council provides
- enables the council to achieve its aims and objectives
- improves the skill base of both councillors and the clerk, leading to confident, qualified people who are able to operate as part of an effective and efficient team
- demonstrates that both councillors and the clerk are valued as individuals and as members of a team

#### **Identification of Training Needs**

1. Training needs may be highlighted by the annual appraisal process.
2. Informal and formal discussions may highlight a need for training.
3. The clerk will ensure that the EALC Training Calendar is circulated giving councillors an opportunity to request attendance.

Training may also be required through:

- Changes in legislation
- Changes in systems

- New or revised qualifications
- Accidents
- Complaints to the Council
- Professional error / mistake
- A request from a councillor
- New or upgraded machinery or equipment

### **Resourcing Training to meet needs.**

Training requirements are planned into the annual budget process and training is available for both councillors and the clerk to further their knowledge and expertise. The year-to-date figures are updated on the quarterly reports and made available to councillors.

The following is a list of locations used for training, although this is not a definitive list and can be added to:

- Essex Association of Local Councils
- Essex County Council
- Colchester Borough Council
- The Rural Community Council of Essex
- Colchester Association of Local Councils

### **Measuring the Impact of Training**

Councillors and the clerk acquire more confidence, meet legal requirements and understand the mechanics of a parish council.

Councillors and the clerk are expected to report back on training they have attended at the monthly meeting of the council. This will be recorded as an item on the agenda. Any changes in legislation covered by the course are expected to be brought to the clerk's attention.

### **Record of Training**

The clerk will keep a record of all training undertaken by councillors and the clerk.

### **Training the Council**

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

### **Keeping the Council up to date.**

The council subscribes to the following publication and websites which are available to staff and members for reference:

- EALC (Essex Association of Local Councils): Weekly Walk Through, E-Bulletin, Training Bulletin, Job Bulletin, Police Bulletin.

- RCCE (Rural Community Council of Essex): The Essex Warbler
- DVS (Dedham Vale Society): Newsletters
- Dedham Vale AONB & Stour Valley: Newsletters
- CPRE (Campaign to Protect Rural England): Countryside Voice, Fieldwork
- SLCC – Society of Local Council Clerk’s website
- NALC – National Association of Local Council’s website

The clerk also keeps hard copies of the following which are available for reference:

- “Local Council Administration” Charles Arnold-Baker
- “The Good Councillor’s Guide” NALC
- “The Good Councillor’s Guide to Finance & Transparency” NALC

### **Support for the Council and Clerk**

The Council is supported by the Essex Association of Local Councils and will support the clerk as a member of the Society of Local Council Clerks.

This document has been produced as a training policy for the Council and will be reviewed every two years at a meeting of the Council. In accordance with the Freedom of Information Act 2000, this document will be posted on the council’s website [www.littlehorkesleypc.com](http://www.littlehorkesleypc.com) and copies of this document will be available for inspection on request.

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