



# BRADFIELD PARISH COUNCIL

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## Training and Development Policy

This document forms Bradfield Parish Council's Training and Development Policy. It shows that the Council is committed to training, takes a pro-active approach to training, identifies training needs of members and employees and identifies resources.

The objective is to encourage members and employees to undertake appropriate training, allocate training in a fair manner and ensure that all training is evaluated to assess its value.

### Commitment to training

Bradfield Parish Council is committed to the ongoing training and development of both its members and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for parish residents. It helps ensure that the Parish Council is knowledgeable and acts in a professional and appropriate manner.

Some training is necessary to ensure compliance with all legal and statutory requirements.

The Parish Council supports their Clerk in obtaining the CiLCA qualification and in their continuous professional development.

The Parish Council considers the training of members essential to maintain effective working practices and will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

### Identifying training needs

Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.

Employees are appraised on an annual basis and areas for improvement/greater knowledge are identified at this appraisal as well as through formal and informal discussions throughout the year. Training needs for new employees will be identified through the recruitment process.

Councillor training needs will be identified upon election or co-option and throughout their term of office. All new councillors are expected to familiarise themselves with the Standing Orders, Financial Regulations, Complaints Procedure, Code of Conduct, Committee Terms of Reference and "The Good Councillor Guide".

Details of training courses are circulated to all members on a regular basis to ensure that they are aware of training available. New members are particularly urged to attend the councillor training days 1 and 2 provided by The Essex Association of Local Councils.

Other circumstances that may present the need for training include legislative requirements, changes in legislation, changes in systems, new or revised qualifications

becoming available, accidents, professional error, introduction of new equipment, new working methods and practices, complaints to the Council, a request from a member of staff, and devolved services / delivery of new services.

### **Resources**

All training costs will be met by the Parish Council.

The Parish Council sets a training budget every year as part of the budget and precept process to ensure sufficient resources are available to employees and members for the upcoming year.

Annually, the Council considers an allocation in the budget for subscription to associations such as the EALC and The Society of Local Council Clerks (SLCC) to enable employees and members to take advantage of their training courses and conferences.

Purchases of relevant resources are considered on an on-going basis.

### **Impact of Training**

All training undertaken is subsequently evaluated by the Council and the Clerk to gauge its relevance, content and appropriateness. Employees and members are asked to reflect on what has been learnt and to advise the Parish Council of any areas that need addressing.

### **Keeping current**

Having membership to the EALC as well as other organisations including the SLCC and The National Association of Local Councils (NALC), ensures that the Parish Council is kept up to date with legislation and areas of interest.

Tendring District Council is in constant contact with the town and parish councils in its district to ensure that district matters are publicised and acted upon if required. A similar approach is undertaken by Essex County Council with regular newsletters as to what is happening at county level.

### **Support**

The Parish Council is supported through its membership to the EALC which provides advice as well as training courses specifically tailored to the first tier of local government.

Adopted by the Council on 4<sup>th</sup> October 2022.

Last reviewed: 7<sup>th</sup> May 2024