



# COGGESHALL PARISH COUNCIL

## Training Policy (Staff and Councillors)

### **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 Officer (the clerk and others).

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

Coggeshall Parish Council will consider that training is provided for any Members or Staff who request to attend courses. All new Councillors and staff are supported by induction to the Council by the Clerk.

All Members and Staff are asked to complete the Roles and Responsibilities Course held by the EALC when joining the Council. Councillors are provided with a "Councillor's Handbook" when joining the Council provided by the Parish Office. The Clerk should be a qualified clerk with either the Cilca Qualification, or University of Gloucestershire qualification or working towards these qualifications. All staff to be trained in conjunction with legislation. Courses are also completed by the Groundsman in the operation of equipment.

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

There is an appraisal system in place for staff which highlights any training which is required by staff and the requirements of individuals. The EALC calendar of training is publicised through the Resources Committee annually and any other courses as they become available through the Personnel Committee which give the opportunity for staff and members to request attending.

### **Resourcing Training to meet Needs:**

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

The following are a list of places used for training this is not a definitive list and can be added to:

- a Calendar of Events is circulated from the EALC and Essex Training Partnership for Members and Staff so that if there is a subject covered training can be completed under this resource heading.
- b Essex County Council - Parish Paths Partnership First Aid and Risk Assessments
- c Writtle Agricultural College for Groundsman for up-to date training for equipment.
- d Essex Playing Fields Association has been used regarding play areas and playing fields.
- e The Rural Community Council if appropriate.
- f St Johns Ambulance
- g Braintree District Council

### **Measure the Impact of Training:**

Staff acquire more confidence, match legal requirements and have the understanding of the workings of a Parish Council. A training feedback process implemented to comment on the course, the course content and the trainer.

### **Training Record**

There is a training record for all councillors and staff members which is produced annually and placed on the Parish Council's web site.

### **How to resource training to meet needs:**

Training is identified through staff 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 Members?**

This will be addressed through Agendas and ascertaining from Members 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 subscribes to the following publications which are available to staff and members for reference.

Local Council Review which is published by NALC. Fieldwork and the Essex Protector are both journals together with Clerks and Councils Direct. The Council is also a Member of the Essex Association of Local Councils, Essex Playing Fields Association, Rural Community Council. The Society of Local Clerks website is used for additional information. 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. The Council will continue to support the Clerk as a member of the Society of Local Clerks. The Council should encourage the Clerk to be a Member of the Institute of Local Council Management. (Annually the Clerk has to complete a training programme to retain membership – continued professional development).

This document has been produced as a training strategy for the Council and will be reviewed annually at the Personnel Committee of the Council.