

Kelvedon Parish Council

Staff and Member Training Policy

Kelvedon Parish Council are committed to providing ongoing training for both Staff and Parish Councillors. It is important that staff and councillors receive this to ensure that they can perform their roles to the best of their ability. For established staff and Councillors, refresher courses are also important to undertake, as legislation, guidelines and procedures change on a regular basis.

Staff

The Clerk will be qualified, with either the CiLCA Qualification, or University of Gloucestershire qualification(s), or be working towards them.

Training for all staff will be provided according to their role, and needs identified via annual appraisals, formal and informal discussions, and as circumstances change.

Upon joining the Parish Council, staff will receive a training programme according to their role and experience.

The Parish Amenity and Maintenance Warden will also receive relevant training on the equipment used in the role, as well as other relevant areas such as Health & Safety and Risk Assessment, and to address any other needs as they arise.

Parish Councillors

Upon election or co-option, Parish Councillors will receive a pack of information, which includes the Standing Orders, Financial Regulations, Code of Conduct and recent minutes of Full Council.

A training programme will be identified and provided through EALC, with the Councillor Training Days required as a minimum. All new Councillors will be expected to attend. Further training will be provided, as identified.

For existing Councillors, training will be provided as requested, especially for those areas covered by their committee membership or other roles. Refresher training will be available for Councillors to attend, over the four-year cycle of the term of office to keep knowledge up to date. The EALC training calendar is available at all times and will be circulated on a regular basis. Councillors are encouraged to request those training courses which are relevant to their circumstances and development, as councillors.

Parish Council Training

Training needs for the whole Council will be reviewed and identified on a regular basis and provided accordingly.

Other Identified Needs

Training needs for staff, councillors and the Parish Council as a whole, will also be reviewed in the following circumstances:

- changes in legislation
- changes in systems
- new and revised qualifications

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- accidents
- professional error/mistake
- complaints to the council
- new/upgraded machinery or equipment
- devolved services/provision of new services

Sources of Training

The Parish Council will use the comprehensive training programme offered by the EALC. For those needs identified in areas not covered under this resource, other providers will be sourced. Where relevant and possible, nationally recognised courses and qualifications (e.g. LANTRA), will be provided. Further sources of training, briefings, seminars and events will be offered to staff and Councillors as and when they arise. The Parish Council is also supported by Essex County Council and Braintree District Council.

Training Records

A record of the training undertaken by staff and councillors will be kept by the Clerk. The Clerk will also keep their CPD record up to date via the SLCC.

Keeping the Council Up to Date

The Council holds, and subscribes to, the following publications, which are available to staff and members for reference:

- Local Council Administration – Charles Arnold Baker (textbook)
- Local Councils Explained – Meera Tharmarajah (textbook)
- Local Council Review magazine - published by NALC
- The Clerk – published by SLCC

Briefings and information on relevant changes to legislation and procedures are also received from:

- Essex County Council
- Braintree District Council

The Parish Council is a member of the following organisations:

- National Association of Local Councils (NALC)
- Essex Association of Local Councils (EALC)
- The Clerk is a member of the Society of Local Council Clerks (SLCC)
- National Allotment Society
- Essex Wildlife Trust
- Rural Community Council of Essex