



# FELSTED PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

Date: 2 November 2022

## Introduction

Felsted Parish Council is committed to ensuring its councillors and staff are trained to the highest standard and kept up to date with all new legislation where appropriate. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training / conferences relevant to their office. Prospective councillors and employees will be made aware of the content of this policy and the expectations placed upon them contained within it.

## Policy statement

Felsted Parish Council's intention is to:

- support and encourage the training and development of knowledge of both councillors and employees in order to help achieve the objectives of the council
- regularly review the training needs of councillors and employees
- plan training and development opportunities and budget accordingly.

## Training and development for councillors

Felsted Parish Council will ensure new councillors:

- are encouraged to attend new councillor training sessions. These are usually held by the Essex Association of Local Councils (EALC) and explain the role of the Council, Councillors and the Clerk
- are provided with copies of the council's Standing Orders, Financial Regulations and Code of Conduct, together with any other policies of the council / other information deemed relevant
- are able to access any other relevant courses provided by bodies such as the EALC
- are reimbursed for expenses incurred attending training sessions.
- are circulated any relevant briefings or newsletters.

Councillors will be encouraged to attend training at least annually.

## Training and development for employees

Felsted Parish Council will ensure:

- attendance at an induction session explaining the role of the Council, Councillors, Clerk and any other Council staff
- provision of copies of the standing orders, financial regulations, code of conduct, policies of the council and any other information deemed relevant
- provision of any other training relevant to the proficient discharge of their duties
- the reimbursement of expenses for attending relevant training / conferences and seminars held by professional bodies such as the Society of Local Council Clerks, the National

- Association of Local Councils and the Essex Association of Local Councils
- subscriptions are made to relevant publications, advice services and for membership of relevant local council associations
- provision of relevant publications, which will remain the property of the council; and
- provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

Felsted Parish Council will encourage the Clerk and Assistant Clerk to gain the Certificate in Local Council Administration (CiLCA). The Responsible Finance Officer will be encouraged to study the Financial Introduction to Local Council Administration (FiLCA).

The council will endeavour to support employees professional development, which might include:

- financial assistance towards the cost of tuition, examinations and resource materials;
- allocated study leave
- time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council.

### **Review of training and development needs**

Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

Training needs for staff will be identified by:

- induction and probationary periods
- one-to-ones
- appraisals
- requests from councillors and staff
- annual strategic planning.

### **Budget for training**

An allocation will be made in the budget each year for training and development, based on a review of training and development needs.

Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

### **Evaluation of training efficacy**

All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness. Training will be reviewed in the light of any changes to relevant legislation or any systems relevant to the council, its services, new applicable qualifications, complaints received, or other incidents which highlight training needs.

The Clerk will maintain a record of training attended by all councillors and staff.

Adopted at the Council meeting held on: 2 November 2022

Minute Reference: 22/245

Next Review Due: 2 November 2025