

# SANDON PARISH COUNCIL

## TRAINING POLICY



Adopted: February 2019  
Reviewed: 13<sup>th</sup> February 2023  
To be reviewed: May 2025

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 its staff (the clerk and the handyman).

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

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

All councillors and staff are asked to complete the Roles and Responsibilities Course held by the EALC when joining the Council. Councillors are provided with a "New Councillor's Pack" when joining the Council provided by the EALC. The Clerk should be a qualified clerk with either the Cilca qualification, or University of Gloucestershire qualification, or working towards these qualifications. All staff are to be trained in conjunction with legislation. Courses are also completed by the handyman 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 regularly publicised to the councillors by the clerk.

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.

Measure the Impact of Training:

Councillors and staff gain more confidence and have a better understanding of the legal requirements and inner workings of the Parish Council. Feedback is given to the other councillors about the usefulness of the course.

Training Record:

There is a training record for all councillors and staff 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: changes in legislation, changes in systems, new and revised qualifications launched, accidents, professional errors or mistakes, complaints to the council, a request from a member of staff, any new/upgraded machinery or equipment .

Note that this is not a definitive list and may be added to.

How the Council considers the needs of councillors and staff?

This will be addressed through agendas and ascertaining from councillors 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 receives regular information from the following sources: The Essex Association of Local Councils, Essex Playing Fields Association, Rural Community Council, The NALC, The Society of Local Clerks website and publication – The Clerk. 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.

This document is to be reviewed by the Council on an annual basis.