



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: [Mrs Caroline Carroll](#)

Assistant Clerk & Planning Clerk to the Council: [Mrs Sarah Shirley](#)

Training & Development Policy

Date of Issue: 25th July 2019

General

Theydon Bois Parish Council ("the Council") has a strong commitment to learning and development by encouraging its Councillors and staff to undertake training and so strive for continuous improvement in their knowledge and skills.

The Council recognises the importance of continuous development in enabling it to meet the future needs and aspirations of the local community.

Identifying Training Needs:

Councillors

- A comprehensive training programme for Councillors will be drawn up by the Parish Clerk for the start of each new Term of Office and reviewed annually thereafter.
- This will include an Induction Course for new Council Members prior to their first Annual Meeting of the new Council.
- Councillors will be encouraged to attend a variety of courses to support their role within the Council.
- Flexible solutions will be provided to any Councillors with particular needs.

Staff

- The Council supports relevant training for staff, both one-off and qualification courses.
- Training needs will be identified at the initial induction meetings held with all new employees and then reviewed at their annual "Review and Development Meetings".
- Staff will be encouraged to undertake training both relevant to their specific roles and to extend their skills.

Funding:

- The Council will provide for the cost of training fees and the expense of attending courses for both Councillors and staff from within the annual budget. Any non-attendance or non-completion of a Council funded course may, at the discretion of the Council, become repayable by the funded recipient.

Resources:

- The Council will ensure that training requirements are built into the annual budget process to support the training strategy.

- In addition to in-house training, the following is a non-exclusive list of training and conference providers to be considered, which will be reviewed annually:
 - Essex Association of Local Councils
 - Epping Forest District Council
 - Society of Local Council Clerks
 - East of England Local Government Association
 - National Association of Local Councils
 - Rural Community Council for Essex

Impact of Training:

- Training will help maintain, enhance and expand the quality and range of services offered by the Council
- Prepare members for their future roles within the Council
- Assist members to adapt to meet the changing needs of the Council and Community
- Allow staff to acquire more confidence in their work
- Ensure that legal requirements are met
- Ensure that training fits with the Council's objectives and the work involved in gaining the Local Council Award Scheme.
- Councillors and/or staff attending training courses, short courses or workshops, may be asked to make a report in order to evaluate the training benefit for the Council.
- Records will be kept of all training undertaken by Councillors and/or staff.

Review:

Staff will have the opportunity to review the impact of their training at the annual Review and Development meeting and informal discussions throughout the year. Areas that may prompt additional training are:-

- Changes in legislation
- New, or revisions to existing, Council services
- Introduction of new qualifications
- Accidents or incidents at work
- Complaints
- Specific requests from staff

Members' requirements:

Training opportunities for Councillors will be published by the Parish Clerk and attendance considered through the agenda process.

Council Development:

In the event of new legislation being introduced or an issue arising which requires the attention of all Members, the Parish Clerk will provide or arrange for a suitable training event to be held.

Update and Information:

The Council recognises the need to invest in the future by ensuring that its information source is current. This will be achieved through:-

- Access to free information whether through literature or the use of research on the internet

- Annual subscriptions to relevant publications
- Membership of relevant organisations

The Council will support its Members by:

- Being a member of the Essex Association of Local Councils

The Council will support its Officers by:

- Supporting the Parish Clerk and appropriate staff membership of the Society of Local Council Clerks by paying their subscriptions
- Encouraging and supporting the Clerk and appropriate staff to become members of the Institute of Local Council Management and to pay their subscriptions.

Annual review:

This Policy will be reviewed annually by the Finance & General Purposes Committee.

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Anticipated Date of Review: July 2020