

## **TOLLESHUNT D'ARCY PARISH COUNCIL TRAINING POLICY V3.0**

This statement demonstrates that Tolleshunt D'Arcy Parish Council is committed to training, takes a proactive approach to training, identifies training of councillors and identifies resources.

### **The Council's Commitment to training for Staff and Councillors:**

The Parish Council is committed to:

- the principle of encouraging staff and councillors to enhance the skills and competencies that are needed by the Council to achieve its aims and priorities and for each individual's own development, by further training
- providing an environment in which all councillors and employees can reach their potential
- providing equal opportunity to all to develop their knowledge and to learn new skills and providing equality of access to training
- providing a process to develop the abilities of all the individuals in the council and to satisfy the current and future needs of the council.

### **Needs of Councillors**

All Councillors are provided with and are expected to familiarise themselves with the Standing Orders, Financial Regulations, Complaints Procedure, Code of Conduct, committee terms of reference and "The Good Councillor Guide". Any new elected or co-opted members are given a welcome pack which includes the policies and procedures, previous minutes, contact details of relevant individuals, meeting schedule and "The Good Councillor Guide". These will be sent digitally unless a hard copy is requested.

The Clerk keeps in regular contact with all members and particularly the newer, less experienced members to ensure any queries or problems are resolved early on. New members are particularly urged to attend the Councillor training days 1 and 2 provided by the Essex Association of Local Councils and also any other training provided by the Association or any other provider.

Training is identified through Councillor's self-identification, Staff Appraisals and formal and informal discussions. Training may also be needed due to (not a definitive list):

- changes in Legislation,
- changes in systems,
- new and revised qualifications,
- accidents,
- professional error or mistakes,
- complaints to the Parish Council,
- new or upgraded machinery or equipment.

### **Training for the Parish Council:**

If the whole Parish Council requires training on a particular subject the Clerk will source the appropriately qualified person to deliver that training.

Councillors who attend external training are expected to share the information and knowledge gained on that course at the next full Parish Council Meeting and take the lead on implementing relevant ideas and suggestions.

## **How the Parish Council considers training needs:**

This will be an Agenda item. All training requests from Councillors and Staff will be considered on their merit.

## **Sourcing Training to meet the needs**

Sources for training events will include but not restricted to:

- Essex Association of Local Councils and Essex Training Partnership
- Maldon District Council
- Essex County Council
- Rural Community Council of Essex
- National Association of Local Councils
- Society of Local Council Clerks
- Private Training Companies, where applicable

## **How will Training be Delivered?**

A variety of training solutions should always be considered to meet a learning need. These solutions may include:

- Coaching or mentoring by the manager or other expert
- On the job training by an experienced colleague
- Project work
- Case study
- A visit to another authority
- Specific reading
- Internal or external courses (online or face to face)
- E-Learning

## **How Will Training Be Evaluated?**

The ways in which training effectiveness can be measured includes: - Employee/Councillor feedback - Employee take-up rates - Measurement against key objectives. Managers should ask their employee what they learnt from the course and how they are going to put it into practice. Evaluation should assess the impact on performance.

## **Measuring the Impact of Training**

A training spreadsheet will be looked at and discussed at Personnel and Policies Committee meetings to assess the impact it has had.

## **Resourcing training:**

The Parish Council sets a training budget every year as part of the budget and precept process to ensure sufficient resources are available to employees and members for the upcoming year.

## **Training Record:**

A Training Record of all Councillors and Staff is produced annually and placed on the Parish Council website.

## **Keeping current**

Having membership to the Essex Association of Local Councils, NALC, the Society of Local Clerks and the Rural Community Council of Essex ensures that the Parish Council is kept up to date with legislation and areas of interest.

Maldon District Council are in constant contact with the Parish Councils in its district to ensure that district matters are publicised and acted upon if required. A similar approach is

undertaken with Essex County Council with regular newsletters as to what is happening at County level.

### **Support for the Parish Council:**

The Parish Council is supported through its membership of the Essex Association of Local Council which provided advice as well as training courses specifically tailored to the first tier of local government. The Parish Council will continue to support the Clerk in being a member of the Society of Local Clerks and the Institute of Local Council Management, membership of which depends on the Clerk completing an annual training programme to maintain continued professional development.

Policy adopted: July 2017

Last Review: May 2026

Next Review: May 2027

### Policy Review History

Version	Details of Changes	Date	Approver
V1.0	Adoption of Policy	25/07/2017	TDPC
V2.0	Amended and Adopted	29/01/2019	TDPC
V2.0	Reviewed – no changes	10/05/2022	TDPC
V2.0	Reviewed – no changes	17/05/2023	TDPC
V2.0	Reviewed – no changes	14/05/2024	TDPC
V3.0	Policy reviewed and updated in line with Great Baddow Parish Council	13/05/2025	TDPC
V3.0	Reviewed – no changes	12/05/2026	TDPC
	<b>Next Review – May 2027</b>		