



**NORTH WEALD BASSETT PARISH COUNCIL**  
**TRAINING POLICY FOR STAFF AND COUNCILLORS**

*This document will form the Policy for Training and Development for the Council*

*It will set out:*

- The commitment that this Council has to training
- The identification of this Council's training needs
- The Budget for training
- The availability of courses
- Any time off for study
- The need for evaluation

### **Policy Objectives**

North Weald Bassett Parish Council has a commitment to training and encourages both staff and Members to undertake appropriate training .

The Council will aim to ensure that all training is allocated in a fair manner .

This Council will encourage all Staff and Members to evaluate training in order that the value of training can be assessed, thereby ensuring its appropriateness.

### **Commitment to Training**

This Council is committed to training for all of its staff and all Members this enables them to make informed decisions as Members of the Council and ensures that staff have every opportunity to continue with their professional development in an ever increasing busy sector. Thereby ensuring that both staff and Members can fully carry out the services of the Parish Council and represent the local residents. In an ever changing sector there are many legal and statutory requirements that it is essential to have a breadth of knowledge of, therefore some regular training updates for staff are necessary.

Training should be sourced if at all possible at a local level, Epping Forest District Council, Essex County Council and via organisations such as Essex Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, but this list is not exhaustive.

### **The Value of Training**

- Training has a distinct impact on the quality of the services and facilities that the Parish Council is able to deliver
- It will support the Staff and Members in working together, and making them an effective team

- The Council will have confident and highly qualified staff, who are able to fully deliver the services of an efficient and effective Council
- It will enable the Council to achieve its aims and objectives
- Council employees will feel valued

This Council will look at its training allocation each year, and place a realistic sum within this budget to cover training and development for Staff and Members as detailed in this Training Policy.

### **Time Off and Payments for Staff**

Staff will be given the relevant time off to carry out the Studies

Members of staff who, with the agreement of the Council are given approval to undertake relevant qualifications such as CiLCA will be granted the following:

- Appropriate time to attend day-release courses
- Appropriate time to complete Portfolios or to sit examinations
- Appropriate time for studies (to be discussed and agreed by the Clerk in advance)

### **Short Courses or Workshops**

Members and staff attending short courses or workshops can expect the following to be paid by Council

- The course fees
- Travelling expenses (mileage)

The Member of staff may be asked to make a report and evaluate the training for the Council.

All records of all training undertaken by employees will be kept in training file.

### **Members Travelling**

Members attending for training and travelling out of the Parish will be paid a travelling allowance in accordance with the statutory allowances payable.