



Little Waltham Parish Council Training and Development Policy

Little Waltham Parish Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practise within the Council enabling the Parish Council to perform to a high standard for the benefit of the Community.

- The Parish Council will identify training needs in light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, formal and informal discussions as well as other methods as appropriate.
- All development and training opportunities will be considered on an equal opportunities basis.
- The Parish Council will ensure that an induction pack is provided to all new Councillors and that adequate training will be made available at the earliest opportunity in their term of office.
- The Parish Council will encourage its employees and all of its Councillors to attend training events and will pay the fee for the training event together with expenses arising from such training.
- The Parish Council via the Clerk shall provide information in relation to training opportunities for employees and Councillors and in addition individuals are encouraged to take responsibility for their own personal development by identifying relevant opportunities themselves.
- The Parish Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget which will include any membership fees for the Clerk for professional associations.
- The Parish Council will maintain a Training Record giving details of training and development activity undertaken by employees and Councillors.
- There is an expectation that the Clerk will work towards obtaining the Certificate of Local Council Administration (Cilca) as soon as practicable and will thereafter keep knowledge

up to date by way of accumulation of CPD points and will keep a record of such points accumulated each year.

- Training will include induction packs, external courses, internal courses, online web training, mentoring and coaching, networking events, conferences and the acquisition and reading of relevant literature.
- The Parish Council is committed to networking with other Councils.
- The Expenses that will be met by the Parish Council as a result of attendance at a training event include mileage allowance, parking costs, the cost of public transport incurred to attend the event. Any additional costs must be agreed by the Parish Council in advance
- To ensure that all training is relevant and cost effective the Parish Council shall approve the attendance of an employee or Councillor prior to the event.
- The Parish Council will evaluate and measure the impact and effectiveness of all training.

This Policy was approved by Little Waltham Parish Council on 3 October 2017

Reviewed 20 May 2019, 4 May 2021 and 16th May 2023

Date of next review May 2025