



Training Policy – Adopted at the Parish Council Meeting of 15th March 2021. Revision date March 2022.

Highwood Parish Council takes all aspects of training and development extremely seriously enabling councillors and staff alike to discharge their duties in the community to the highest quality through regular training.

Types of Training & Development

The Clerk should be a qualified clerk with either the CiLCA qualification or the higher education qualifications awarded by the University of Gloucestershire or working towards either of these qualifications. New employees are given an Employees Handbook, containing Council information and the relevant employment policies. All staff to be trained in conjunction with legislation. Courses are also completed by the Handymen in the operation of equipment.

Development can include attending meetings, forums and discussion groups, & networking events.

There is an appraisal system in place for staff which highlights any training needs and the requirements of individuals. The EALC Training Calendar is circulated on a regular basis and a “table item” at every monthly full Council meeting, with booking forms, giving an opportunity for staff & councillors to request attendance. Training may also be required through (this is not a definitive list & may be added to):

Identification of training needs

- Changes in legislation
- Changes in systems
- New or revised qualifications
- Renewal of qualifications
- Accidents
- Professional error/mistake
- Complaints to the Council
- Informal & formal discussions
- A request from a member of staff/councillor
- New or upgraded machinery or equipment

Resourcing training to meet needs:

Training requirements are planned into the annual budget process and is in place for both councillors and staff to support training identified. The year-to-date figures are reported on the monthly financial summary sheets and made available on the website. The Parish Council will reimburse travel expenses associated with attending training courses once in receipt of an expenses claim form. The following are a list of places used for training, this is not a definitive list and can be added to:

- Essex Association of Local Councils
- Essex County Council
- SLCC
- The Rural Community Council of Essex

Measuring the impact of training

Staff and councillors acquire more confidence, match legal requirements and understand the workings of a Parish Council. A training feedback process is in place to comment on the course, content and the trainer. There is a regular item on the monthly Parish Council agenda for councillors and staff to feedback on the training and development which they have undergone in the past month and the courses booked that month listed. Councillors and staff that attend training are expected to bring the Clerk's attention to any new legislation changes covered by a course.

Recording of training

There is a training record for all councillors and staff members which is produced annually and placed on the Council's website.

Training the Council as a whole

If the whole Council requires training on a particular subject the Clerk will source an appropriately qualified person to instruct them. Ideally all Councillors should undertake training at least every 2 years. New Councillors are encouraged to attend the Councillors Training Days 1 & 2.

Keeping the Council up to date

The Council subscribes to the following publications and websites which are available to staff and members for reference:

- The Clerk
- EALC Publications: E-Bulletin, Training Bulletin, County Update Legal Update
- RCCE Publications: The Essex Warbler and The Oyster
- SLCC – Society of Local Council Clerk's website
- NALC – National Association of Local Council's website

The Council also maintains the latest edition hard copies of:

- Arnold-Baker on Local Council Administration
- Local Councils Explained by NALC

Support for the Council and Clerk

The Council is supported by the EALC and will continue to support the Clerk as a member of the SLCC.

Continuous Professional Development

The Clerk as the most senior member of staff should show a commitment to their and the Council's continuous development and improvement in order to facilitate new ideas in the workplace. All Clerks whose Councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the Council's application for the award. CPD activities therefore carry a specified number of points. The national point system is as follows:

- CiLCA – 15 points
- Learning a new skill or activity at work – up to 6 points
- Attendance of conferences & training events – every two hours equates to 1 point
- Reading – can allocate a maximum of 6 points in 12-month period for relevant reading
- E-Learning – 1 point for two hours, to a maximum of 6 points in 12-month period
- Developing the sector – maximum of 6 points for 3-month period for any role such as mentor, trainer, tutor, assessor, advisor, speaker and writer

A CPD recording document is kept in the Clerk's staff file and reviewed at appraisal.

This document has been produced as a training and development strategy for the Council and will be reviewed annually by the Staffing Sub-committee of the Council.

Training Record

Clerk					
Cllr. D Cameron					
Cllr. P.Latham					
Cllr. S Maclean					
Cllr. C Sargeant					
Cllr. A. Mitchell					
Cllr. T. Horsnell					
Cllr. K. Latham-Pearmain					