

Epping Upland Parish Council

TRAINING POLICY – TRAINING STATEMENT OF INTENT

Epping Upland Parish Council is committed to the Training and Continuous Performance Development (CPD) of its Members and Clerk

General

Training covers all aspects of the running of the Council for new Members/Clerks as well as update training for existing Members/Clerks.

Training methods include, but are not limited to, attendance at courses, seminars, 1:1, provision of text books and can take place at the training providers' premises or within the Parish.

Training can be identified by individuals; from discussion with the Clerk; as identified at meetings and from training offers eg from district council. All training involving expenditure must be approved by Full Council, **before attendance**.

An amount will be allowed in the budget for training fees; travel expenses, where appropriate, and for the Clerk to claim overtime where attendance at training will exceed contracted hours.

The Council subscribes to the Essex Association of Councils (EALC), National Association of Councils (NALC) via the EALC and the Society of Local Council Clerks (SLCC).

Members

All new Members receive an Information Pack in addition to Induction sessions with the Chairman and the Clerk.

Members are expected in their first year to attend the Essex Training Partnership's Councillors' Training Days 1 and 2 or equivalent, to gain a good understanding of their role, responsibilities, Code of Conduct, law and procedures.

Members are expected to attend training for areas where they have specific responsibility eg Planning.

Similarly the Chairman of the Council and Committee Chairmen are also expected to attend Chairman's training.

Clerk

For a new Clerk there will be a paid handover period with the outgoing Clerk and an opportunity to gain the foundation clerk's qualification: Certificate in Council Administration (CiLCA).

The Clerk is expected to attend training relevant to the role in addition to CiLCA.

Benefit

The success of the training will be measured by improved contributions and reporting at meetings thus avoiding time wasting. The additional knowledge will give a better focus to the Council's responsibilities, thus providing a more effective service to the electorate.