



WRITTLE PARISH COUNCIL

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Training and Development Policy

Version Number	Date	Author	Notes
0.1	30 August 2022	J Atterbury/L Fox	Adopted at E&F Committee 26.09.22
0.2	06.11.23		Agreed at PCM – 06.11.23
0.3	19.11.24	L Fox	Agreed at PCM – 02.12.24
0.4	27.11.25	J Atterbury	Approved at PCM – 01.12.25

Next review date - December 2026

Introduction

We are committed to ensuring our councillors and employees are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable employees and councillors to attend training and conferences relevant to their office. Prospective councillors and employees will be made aware of the content of this policy and the expectations placed upon them contained within it.

1 Policy statement

Writtle Parish Council's intention is to:

- a) support and encourage the training and development of knowledge of councillors and employees to help achieve the objectives of the council;
- b) regularly review the needs of councillors and employees; and
- c) plan training and development opportunities and budget accordingly.

2 Training and development for councillors

Writtle Parish Council will ensure:

- a) attendance at induction sessions (usually held by the Essex Association of Local Councils) explaining the role of the council, councillors and the Clerk;
- b) Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct,

- policies of the council and any other information deemed relevant;
- c) access to relevant courses provided by bodies such as the Essex Association of Local Councils (EALC);
- d) expenses for attending briefings, consultations and other general meetings for councillors in the local area; and
- e) circulation of briefings, newsletters and magazines.
- f) councillors will be encouraged to attend training to help them operate and develop as a councillor at least annually.

3 Training and development for the Clerk and other employees

3.1 Writtle Parish Council will ensure:

- a) attendance at an induction session explaining the role of the council, councillors, Clerk and other employees;
- b) provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the council and any other information deemed relevant;
- c) provision of any other training relevant to the proficient discharge of their duties such as information technology, legal powers, finance and understanding the planning system;
- d) expenses for attending relevant conferences and seminars of bodies such as the Society of Local Council Clerks, the National Association of Local Councils (NALC) and EALC;
- e) subscription to relevant publications, advice services and membership of relevant local council associations;
- f) provision of Local Council Administration by Arnold-Baker and Claydon, and other relevant publications, which will remain the property of the council; and
- g) provision of suitable mentoring if required (this may be via telephone, email, online meeting or in-house).

3.2 The council will encourage the Clerk and other employees as agreed to:

- a) gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and
- b) participate in local clerks' forums and events.

3.3 The Council will endeavour to support employees professional development, which might include:

- a) financial assistance towards the cost of tuition, examinations and resource materials;
- b) allocated study leave;
- c) time off for any relevant learning courses or examinations.

Such support is entirely at the discretion of the council or, as appropriate, the Executive and Finance Committee.

4 Review of training and development needs

4.1 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

- 4.2 Training needs for employees will be identified from: induction and probationary periods; one-to-ones; appraisals; and annual strategic planning.

5 Budget for training

- 5.1 An allocation will be made in the budget each year as needed for training and development, based on a review of training and development needs.
- 5.2 Purchases of relevant memberships, subscription and resources such as publications will be considered on an ongoing basis.

6 Evaluation of training efficacy

- 6.1 All training undertaken will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.
- 6.2 Training will be reviewed considering changes to legislation or any quality systems relevant to the council, its services, new qualifications, new equipment, complaints received, incidents which highlight training needs and requests from councillors and employees.
- 6.3 The Clerk will maintain a record of training attended by all councillors and employees.

7 Training for volunteers

Writtle Parish Council is committed to providing the necessary training for volunteers in relation to the role that they are carrying out for the council.