Willingale Parish Council

Training and Development Policy

Adopted: 10th March 2026
Next Review: July 2030

The Council's Commitment to Training and Development

Willingale Parish Council (the Council) aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and Members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that's its members understand and enjoy their role in the community.

The Council will commit itself to the following:

- To develop employees and members to achieve the objective of the Council.
- To regularly review the needs of and to plan training and development for employees and members.
- To regularly evaluate the investment in training and training budgets.

Identifying Training and Development Needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of Employment and Job Descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold appropriate and relevant qualifications as a minimum or preferably the Certificate in Local Council Administration (CiLCA. Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and information discussions in light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- An induction folder will be provided for all newly elected members setting out the Council's policies and procedures.
- An induction session with the Clerk.
- Training requirements for members will usually be identified by the Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the EALC Councillor training days.
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided as required.

Training Resources/Providers

An annual budget will be set for employee and members' training. All employees or members attending training may claim travel expenses.

The Council is committed to offering support to its local area Parish Councils. It is committed to networking with other Councils as it sees this as an effective means of information gathering and where possible to link in with training events held by itself or other Councils.

Training Providers for both employees and Members

- Essex Association of Local Councils (EALC) or other County Association.
- Epping Forest District Council (EFDC) as Principal Authority.
- Society of Local Council Clerks (SLCC).
- National Association of Local Councils (NALC).
- In-house – if the whole Council requires training on a particular subject, the Clerk will source the appropriate qualified person to attend.
- Other relevant training provider.

Review

In order to evaluate training, staff and members are required to report on the training attended. This can either be verbally or by written report and advise of anything learned that Council can use and implement in the future. They should evaluate how successful and appropriate the training has been.

The purpose of feedback is to provide shared learning across the organisation which provide both training benefits and represents value for money.