West Mersea Town Council

Adopted: 6 September 2018
Reviewed: 13 August 2026
Next Review: August 2027

TRAINING & DEVELOPMENT POLICY

Introduction

The Council as a whole is responsible for monitoring and meeting the training needs of its Councillors and staff and managing the associated budget. This document forms the Council's Training & Development Policy and sets out:

- The Council's commitment to training
- The identification of training needs for Councillors and staff
- Training budget

Commitment to Training

West Mersea Town Council is committed to the training of its Councillors and staff to the highest standard. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activity. To support this, funds are allocated to a training budget each year to enable Councillors and staff to attend training.

Councillor Training

a) All new Councillors will be expected to attend in-house induction training provided by the Clerk and Chairman. Induction folders with relevant information are maintained by the office and given to new Councillors.
b) All Councillors will be encouraged to attend on-going development training provided by EALC or an appropriate organisation, especially if specific to the role a Councillor undertakes. These will be addressed through circulation of available courses and from ascertaining from members which courses they would like to attend.

Staff Training

a) All new staff will be given in-house induction training prior to commencing their duties.
b) All staff will be given the opportunity to attend regular Health & Safety training.
c) All staff are encouraged to identify and discuss their training needs throughout the year.
d) The Clerk will be expected to hold or be working towards the Certificate in Local Council Administration (CiLCA) as a minimum and the Council will provide appropriate training and support to enable this to be achieved.
e) The Clerk will be encouraged to become a member of the Society of Local Council Clerks (SLCC) which provides on-going training for its officer members.
f) All staff will be encouraged to attend other training days as provided for by EALC or other similar organisations which are relevant to their office.
g) Annual appraisals for all staff will be carried out in January of each year.
h) Time will be allowed and remunerated for attending any such training.

Training Budget

Training and development will be achieved by including a realistic financial allocation for training and development in the Council's annual budget. All staff and Councillor training must be approved by the Town Clerk and two Councillors. The Council will meet the annual subscription to the Society of Local Council Clerks (SLCC), EALC (Essex Association of Local Councils), NALC (National Association of Local Councils) and others as appropriate.