

Hatfield Peverel Parish Council

Training Policy (Statement of Intent)

Training can strengthen commitment, motivate staff, cut waste and boost output. It can also be expensive, time consuming and not necessarily relevant to a Parish Council comprising a significant number of retired skilled and professional volunteers.

1. Needs for Training. Typical aspects which might benefit from training are:

- Changes in legislation
- New and revised qualifications for the Parish Clerk
- Accidents/injury
- Professional errors or omissions
- Introduction of new equipment
- New processes/working methods

2. Applicable persons

Salaried personnel should receive training applicable to their specific role e.g Parish Clerk, litter pickers, handyman etc. Contractors and self employed should provide evidence of their qualifications to undertake work for which they have tendered and should not be trained at HPPC expense. Consideration should be given to the qualifications and expertise available from the volunteers within HPPC before committing to any training scheme.

3. Types of Training

The appropriate training should be a planned process to satisfy the current and future needs of HPPC

4. How to identify training needs

- a) Staff appraisals
- b). Questionnaires
- c). Interview/discussion
- d). Request

5. Resourcing training

Organisations offering training include:

- Essex Association of Local Councils (EALC)
- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC)
- Rural Community Council for Essex (RCCE)