

Chelmsford Garden Community Council Training and Development Policy

Chelmsford Garden Community Council (the Council) is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practise within the Council enabling the Council to perform to a high standard for the benefit of the Community.

1. The Council will identify training needs in light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, formal and informal discussions as well as other methods as appropriate.
2. All development and training opportunities will be considered on an equal opportunities basis.
3. The Council will ensure that adequate training will be made available to all Councillors at the earliest opportunity in their term of office.
4. The Council will encourage its employees and all of its Councillors to attend training events and will pay the fee for the training event together with expenses arising from such training.
5. The Council via the Executive Officer shall provide information in relation to training opportunities for employees and Councillors and in addition individuals are encouraged to take responsibility for their own personal development by identifying relevant opportunities themselves.
6. The Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget which will include any membership fees for the Clerk for professional associations.
7. The Council will maintain a Training Record giving details of training and development activity undertaken by employees and Councillors.
8. There is an expectation that if the Executive Officer does not hold the Certificate of Local Council Administration (Cilca) they will work to attain that qualification as soon as practicable and will thereafter keep knowledge up to date by way of accumulation of CPD points and will keep a record of such points accumulated each year.
9. Training will include induction packs, external courses, internal courses, online web training, mentoring and coaching, networking events, conferences and the acquisition and reading of relevant literature.
10. The Council is committed to networking with other Councils.

11. The Expenses that may be claimed by employees is set out in the Council's expenses policy which also contains provision for repayment of costs in the event of the employee ceasing to be employed by the Council within 2 years of undertaking such training subject to the cost limits and other conditions within that policy.
12. Councillors may submit a claim for expenses incurred as a result of attendance at a training event include mileage allowance, parking costs, the cost of public transport incurred to attend the event. Any additional costs must be agreed by the Council in advance
13. To ensure that all training is relevant and cost effective the Council shall approve the attendance of an employee or Councillor prior to the event.
14. The Council will evaluate and measure the impact and effectiveness of all training.

This policy was adopted by Chelmsford Garden Community Council on 6th July 2023

Date of review May 2026