

# EPPING TOWN COUNCIL

## TRAINING & DEVELOPMENT STATEMENT

- a. Epping Town Council is committed to continuous training for its staff and councillors. Staff are contractually obliged to undertake appropriate training and members of Council will commit to training within the framework of their limitations. Council will seek out and provide training to fill two needs:
  1. Training to fill specific roles and responsibilities (such as training necessary for Health and Safety and functional requirements). This will include re-training where required by alterations to working practice or regulation.
  2. Development training for staff and councillors so as to facilitate career development and progression to more demanding roles.
  
- b. Training needs will be identified for staff by means of procedural and development reviews, sometimes associated with risk assessments, as well as by reviewing the Essex Association of Local Council (EALC) training proposals and those offered by other partners, such as Epping Forest District Council. It is the Clerk's responsibility to oversee this process.

For members of council, general training needs and opportunities will be brought to the attention of all members by the Clerk. Members may self select training courses from those offered by EALC or other sector training bodies. The Clerk may also bring specific issues to members' attention and propose appropriate training, either externally or 'in house.'
  
- c. Each year Council will provide a budget provision calculated to be sufficient to provide for the reasonable training needs of both staff and councillors. Supplementary estimates will be made if an urgent but unforeseen training need is identified by Council for which insufficient budget provision is available.
  
- d. Council will review the effectiveness of training by means of staff development reviews, risk assessments, in response to identified errors or complaints and by means of formal and informal discussions. The Clerk will review this statement and direct any amendments to the Corporate Governance Advisory Committee to ensure council remains responsive to its identified training needs.

- e. The Clerk will recommend any additional training that is required as a result of changes in legislation or circumstances (such as a change in functions or operations) and will allocate appropriate expenditure to ensure Council are trained and compliant, requesting any additional expenditure to that allocated in the budget, if necessary.

Adopted: March 2022    Review date: Feb 2024 (unless legislation requires sooner)

Epping Town Council 2022