
Training Statement and Development Policy

1. Overall aim of this Policy

1. The Council is committed to the principle and provision of training and development for its members, staff and volunteers to help raise the council's profile, fulfil the roles played by its members, staff and volunteers individually and as a team and maximise the potential of the Council in its role of serving the community. The Council has an overall strategy to actively respond to the needs of its parishioners. Personal development of members, staff and volunteers will help formulate, guide and facilitate this strategy.
2. All sponsored training must relate directly to the needs of the Council, be relevant to an individual's duties and subject to availability of financial resources.

2. Training Objectives

1. To provide suitably trained, qualified and motivated councillors and staff for the Council.
2. To provide facilities for training and retraining to meet changing needs of the Council.
3. To provide councillors and staff with greater understanding of the purpose and working of a Council, and their part in it.
4. To foster the development of councillor and staff relations, job satisfaction and nurture a positive attitude towards personal development.

3. Financial Assistance & Budget

1. The annual training Budget is to be approved by the Council at their Budget meeting, endorsed by the Council on setting of the Precept each year. The Budget is managed at the discretion of the Clerk who will refer all costs over £500 to the Council for approval.
2. Where training is approved, the Council will pay and/or assist with expenses incurred which may cover such items as tuition and examination fees.
3. Travelling costs - to be paid at the discretion of the Clerk.
4. A member of staff attending training events, conferences outside of the normal working pattern, will accrue Time off in Lieu (TOIL). At the discretion of the Clerk this additional time can be paid as additional time at their contracted hourly rate.

5. Where training facilities and costs are incurred over the value of £500, granted to enable a member of staff to acquire a recognised qualification, it is a condition precedent to the granting of such facilities that the employee shall be required to undertake to remain in the service of the Council for a period of **two** years from the date on which the qualification is obtained. (not from the date of start the training)
6. If an employee (or councillor other than by election or ending of a term of office) leaves within this two-year period (or whilst training in in progress) all costs are reclaimed in full, except in the most exceptional circumstances
7. Where a member of staff or councillor, without good reason, fails to sit for an examination within a reasonable period or fails to show satisfactory progress in his/her studies or discontinues the course, the Council will immediately withdraw the training facility granted and will require all costs refunded in full, in accordance with the undertaking signed by the employee.
8. Further training - the continuance of facilities under the Scheme, whether for a second or succeeding stage of study or for a second attempt at an examination, shall be granted only if the Council is satisfied either:
 - that the member of staff has passed the appropriate examination
 - has otherwise made satisfactory progress in his/her studies
 - merits assistance to enable him/her to sit the examination again.
9. Non-Attendance - staff and/or Councillors attending training (assisted courses, events or conferences) are required to inform the Clerk immediately of any absences, giving reasons. Failure to do so (or late notification other than sickness, bereavement or other legitimate reason) may result in action being taken under the Disciplinary Procedure for Staff, under the Code of Conduct for Councillors and result in reimbursement of any costs incurred by the Council, that cannot be recovered.
10. Training registration - individual councillors or employees are responsible for their registration for the appropriate course and examination via the clerk but not before approval has been obtained. The Council will not meet a financial commitment where prior approval has not been granted.
11. Annual Subscriptions - the Council will, in addition to the Training budget, pay the annual subscription to the Society of Local Council Clerks (SLCC), Norfolk Association of Local Councils (NALC) and/or Norfolk Parish Training & Support (NPTS) to enable staff and councillors to take advantage of training courses and conferences arranged by those organisations.

4. Identification of Training Needs

1. Training needs (and evaluation) for the clerk (and other staff) will be identified as a result of their personal development plans and their appraisal. The council supports relevant training for staff, both one-off and qualification courses.

2. Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.
3. There is likely to be a need for additional training (for new members) following an ordinary election, by election or co-option. Councillors will also be encouraged to attend a variety of courses to support their role within the council.
4. Flexible solutions will be provided to any staff or councillors with particular needs.
5. Training will be identified at the initial induction meetings held with all new employees and councillors; staff needs will be reviewed as part of annual appraisals/performance reviews.

5. Staff Appraisals/Personal Development & Training Plans

1. The Clerk (and all staff) will have a personal development plan as part of his / her annual appraisal which will identify skills and knowledge needs.
2. The Clerk is encouraged to take responsibility for his / her own personal development in terms of identifying appropriate external training and courses.
3. The Clerk will be responsible for facilitating the training needs of members/and other staff both new and experienced – identifying relevant courses or by coaching or mentoring.
4. The Council is committed to ensuring that a Training Plan is developed, tailored to the needs of the member of staff or councillor or council as a whole. The Clerk, staff members and councillors will be expected to attend all relevant training days whenever possible.

6. Responsibilities

1. Further and new opportunities for training will be identified by the Clerk. These may be guided by new activities the Council wishes to undertake or by changes in legislation. The Clerk will be responsible for disseminating information concerning training to members.
2. Members are encouraged to discuss any needs they identify for themselves with the Clerk. The Clerk is responsible for identifying situations where volunteers may need training, this includes such things as discussion about risk assessments and training regarding the use of equipment.
3. All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.
4. Training courses to be financed from the Council training budget.

5. It is expected that councillors and staff undertaking qualification training will attend the nearest location or distance learning offering the required course at the appropriate level.

7. Review

1. This policy will ordinarily be reviewed every three years, but more regular review may be needed if circumstances change. The policy will be reviewed by the clerk before being tabled at a meeting for consideration.

Agreed: Aug 2026

Review due: Aug 2029