



# Elford Parish Council Training and Development Policy

Elford Parish Council recognises that training its Clerk and Councillors will help deliver the highest level of service to parishioners. The Council actively encourages and fully supports any relevant training and Continuous Professional Development the Clerk may wish to undertake. Elford Parish Councillors are expected to show a commitment to training and to partake specifically in training on areas that they are individually responsible for. To support this, a training budget will be set each year by the Council, depending on the anticipated requirements.

## **The Benefits of Training, Learning & Development**

Training improves the quality of the services and facilities that Elford Parish Council provides.

Training enables the Parish Council to ensure the statutory duties of the Council are performed and allows the Council to greater understand the wide range of powers it may use and to therefore achieve more for the community.

New guidance and legislation often affect the Council e.g., Website Accessibility requirements; the Coronavirus Act and associated guidance, additional training is required to ensure compliance.

Training gives staff and Councillors a sense of value and confidence in their role. In offering training the Council is encouraging new members to step forward, retaining staff and represents a proactive and rewarding organisation to be part of.

## **Strategy**

It is the policy of Elford Parish Council that all staff and Councillors are entitled to training. New Councillors will be supplied with a copy of NALC The Good Councillors Guide and NALC Being a Good Employer by the Clerk and they are expected to read them. In due course all new Councillors are expected to attend the training for new Councillors offered by the SPCA. The Clerk is to notify new Councillors when these courses are taking place.

The Clerk is to familiarise themselves with the National Training Strategy and is to share relevant information with Councillors.

Councillors are expected to attend ongoing training to keep them up to date with developments in policy and legislation, specifically regarding finance and planning.

Adopted 12/05/2025

Last Reviewed: 12/05/2025

Next Review: 11/05/2026



The Clerk is required to work towards CiLCA as agreed in the acceptance of the position of Clerk. The Clerk is also encouraged to attend ongoing training to keep up to date with developments in policy and legislation, specifically regarding Audit Regulations, Data Protection, Employment Law and Planning. Many of these issues are covered in training offered by SPCA and it is the Clerks responsibility to ensure they attend relevant courses.

Occasionally additional specific training may be required to accompany a project, for example in information technology. Should the budget allow, the Council will support the Clerk and Councillors in attending such training.

Should any Councillor or the Clerk find accessing required training difficult they should make this known to the Chairman.

## **Publications**

The Clerk will be permitted to purchase (with authorisation) relevant publications that will assist in training and CPD. The Clerk is also encouraged to suggest useful publications to Councillors.

## **Remuneration**

Expenditure on training must be approved by the Council.

Councillors are permitted to claim expenses for travel to and from training.

The Clerk is permitted to claim expenses for travel to and from training and is permitted to use their allocated hours to undergo training or claim additional hours should they need to do so.

## **Budget**

The Council Budget for training differs each year depending on the demands and requirements of the budget. The budget for the 2025/26 year is £100 for training course costs and £165 for training time. Total training budget £265.

## **Review and record**

The clerk will keep an annual record of training that has been completed by Councillors and Clerk.

This Policy is to be reviewed annually.

This Policy was adopted by Elford Parish Council on 12<sup>th</sup> May 2025, next review date: 11<sup>th</sup> May 2026.

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