FRETTENHAM PARISH COUNCIL

Training and Development Policy

Overall aim of this Policy

The Council is committed to the 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.

Budget

Training needs will vary considerably from year to year and consideration must be given to future training needs when the budget is set.

While the Council is mindful of its costs it also considers that appropriate training can reap financial rewards. Training can be provided through a number of sources; training can also be on variety of subjects. The Council aims to be selective with the training it uses, relevance, value for money and training provider will be considered. While there is no right for staff to request time off work for training or any obligation on its members to undergo training, the Council agrees to fund training costs provided there is a commitment to attend that course and to continue in the role for at least a year. Funding includes the cost of the course and the cost of transport to the course. There is a budget for training and agreement must be given for attendance at any course prior to the event.

Training Needs

Training needs for the clerk will be identified as a result of their personal development plans and their appraisal (see below).

Training needs may also be a result of legislation changes or changes in circumstance, taking on new services or incidents in the parish.

There is likely to be a need for additional training (for new members) following an ordinary election.

Personal Development Plans

The Clerk will have a personal development plan as part of their annual appraisal which will identify skills and knowledge needs. The Clerk is encouraged to take responsibility for their own personal development in terms of identifying appropriate external training and courses. The Clerk will be responsible for facilitating the training needs of members both new and experienced – identifying relevant courses or by coaching or mentoring.

Responsibilities

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. 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.

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All those attending training will be responsible for evaluating the training and disseminating lessons learned and actions that need to be taken.

Review

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.

Adopted: 12 September 2025
To be reviewed: September 2028

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