Training and Development Policy

Adopted by Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council — 20th May 2026



This policy will be reviewed every two years or sooner if legislation or best practice changes.

Next review: April 2028

Purpose

The Parish Council is committed to ensuring that councillors and employees have the knowledge, skills and confidence to carry out their roles effectively. Training and development are essential to good governance, high-quality service delivery and continuous improvement.

This policy sets out how the Council will support learning and development for all councillors and employees.

Our Commitment to Training

The Council will:

- Provide an appropriate annual training budget to support development needs.
- Encourage a culture of continuous learning and recognise the shared benefit to the Council and the individual.
- Ensure training is accessible, fair and based on identified needs.
- Support a wide range of learning methods, including formal courses, workshops, mentoring, online learning and peer support.

Identifying Training Needs

Training and development needs will be identified through:

- Annual employee appraisal.
- Councillor self-assessment and skills audits.
- Changes in legislation or best practice.
- New responsibilities or projects.
- Feedback from internal or external audits.
- Requests from councillors or employees.

Employee & Councillor Training

The Council will ensure that employees:

- Receive a full induction, including mandatory training (e.g. health and safety, data protection, safeguarding where relevant).
- Have access to training necessary to perform their role effectively.
- Are supported to maintain professional competence, including membership of relevant professional bodies.
- Have training needs reviewed annually through the appraisal process, with clear development objectives set.

Where appropriate, the Council will support employees to work towards recognised qualifications such as the **Certificate in Local Council Administration (CiLCA)**.

> ⚠ Where the Council funds a formal qualification or course, it may require repayment of costs if the employee leaves within two years of completing the qualification. The specific terms — including any cost thresholds and repayment timescales — will be agreed in writing with the employee before funding is committed.

Councillor Training

The Council recognises the importance of well-informed councillors and will ensure that:

- All newly elected or co-opted councillors receive induction training.
- All newly elected or co-opted councillors are provided with an induction pack prepared by the Clerk, containing key governance documents including Standing Orders, Financial Regulations, the Code of Conduct and relevant council policies.
- Councillors are encouraged to attend training provided by recognised local government bodies and other reputable providers.
- The Chair and Vice-Chair are encouraged to undertake additional role-specific training.
- Training records are maintained to support award schemes or accreditation.

Equality of Access & Evaluation

Equality of Access

Training opportunities will be provided fairly and without discrimination. Reasonable adjustments will be made to ensure accessibility for councillors or employees with disabilities or additional needs.

Evaluation of Training

To ensure value for money and continuous improvement:

- Participants may be asked to provide feedback after training.
- The Clerk will monitor the effectiveness of training and report to the Council where appropriate.
- The Council will review whether training outcomes have been met.