

# Carbrooke Parish Council Training and Development Policy

## 1 Policy Statement

Carbrooke Parish Council is committed to pursuing a Training and Development Policy which ensures that its Clerk, members and volunteers are trained to the highest standard and are capable of making an effective contribution to the Council's aims and objectives in providing the highest quality representation and services to its electorate.

The Council will achieve this aim by meeting the following objectives:-

- a. By encouraging its clerk, members and volunteers to improve their skills through relevant training.
- b. By identifying a need for training and providing the facilities to satisfy that need.
- c. By budgeting an annual sum to cover the cost of training and development.

## 2 Identifying Training and Development Needs

The need for training and development can be identified in a number of ways. These include:-

- a. Changes in legislation.
- b. Proposals from councillors, or the Clerk.
- c. The Clerk's appraisal.
- d. Questionnaires.
- e. Professional errors or omissions.
- f. The introduction of new processes or working methods.
- g. Council resolutions.
- h. Community consultation.
- i. Complaints to the Council.
- j. Delivery of new services.

## 3 Implementation

The Council's Training and Development Policy covers three distinct groups; councillors, the Clerk and the Hub Manager.

### a. Councillors:-

Training and Development is part of a planned process that satisfies the current and future needs of the Council. A fully trained Council is essential in order to convey confidence in its abilities and to give the public reassurance that the Council is looking after the interests of the electorate.

Training and Development includes all councillors, whether new or long established.

All new members will receive training and will be encouraged to attend a new councillor course. Full details will be sent to them by the Clerk.

Whilst it is expected that councillors attend training sessions it is not compulsory. It is expected that councillors should attend training sessions.

The Council should evaluate the need for training in any specific task, particularly those which directly effect the Council's activities. If the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend.

At any time a councillor can ask the Clerk to investigate training of either a standard or specific nature and to provide details of dates, venues, costs and subject matter content. The Council will consider all requests for training.

The Council will reimburse travel expenses associated with attending training courses. Any expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

#### **b. The Clerk**

The Clerk is expected to attend all relevant training in the pursuance of his duties.

The Clerk may identify his own training needs through the annual appraisal or informal/formal discussion with Council members.

The Clerk's appraisal may be used by the Council to identify the need for training in any particular aspect of the Clerk's work.

The Council will reimburse travel expenses associated with attending training courses. Any expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

#### **c. Hub Manager**

The Parish Council uses the Hub Manager to monitor the play area at Blenheim Grange and the Hub on behalf of the Council.

The Manager is actively encouraged to attend training courses, particularly on Health & Safety issues, the monitoring and safety of play areas.

The Council will reimburse travel expenses associated with attending training courses. Any expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

### **4 Cost and Budgeting**

The training and development budget is set annually and the year to date figures are reported through the monthly financial reports presented at Council meetings. As not all training can be identified at the time the budget is set, a contingency figure must be built into the final budgeted figure, which includes this 'unidentifiable' amount. The budget must also include travel expenses.

### **5 Evaluation**

As part of the Council's commitment to training and development, the Council will evaluate training and development activities on an ongoing basis to ensure their relevance, added value and best practice. Councillors, the Clerk and the Hub Manager are expected to inform the Council of the

effectiveness of all training given at the next available Council meeting and to bring to the Council's attention any new legislation changes covered by the training course.

## **6 Monitoring and Review**

The Council is responsible for the monitoring and review of this policy. The policy will be kept up to date, particularly as the Council's activities change in nature and size.

Approved: January 2026.

Next review: January 2028.