

# Training and Development Policy – May 2026

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BUCKLESHAM PARISH COUNCIL

Ruth Johnson  
CLERK, BUCKLESHAM PARISH COUNCIL

## Introduction

Bucklesham Parish Council is committed to the provision of training and development for all employees and Councillors to ensure that they are trained to the highest standard and kept up to date with all new legislation. All training and development will be aligned to the Council's overall performance and will be compatible with the Council's overall strategy and objectives whilst also having regard to the personal development needs of individuals.

To support this requirement, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their office.

## Policy Statement

The Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training courses, induction programmes and development opportunities as it deems necessary and relevant for the delivery of its work.

## Training and Development Activity

The Council consists of seven elected Councillors and employs one part-time Parish Clerk. Training and development for all will be reviewed annually at the May meeting, but will contain as a minimum requirement:

### **For Councillors:**

- Attendance at induction sessions explaining the role of the Council within one year of appointment.
- Direction to the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time.
- Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils (SALC) and Institute of Local Council Management.
- Attendance in at least one training seminar in the four year term of office.
- Circulation of documentation such as The Local Councillor; Local Associations Information Service Documents (LAIS) and relevant briefings.

### **For the Clerk:**

- Induction session explaining the role of the Clerk.
- Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols of the Council; Budget for current and previous year; Terms of References for any Committees and Sub-Committees and other information deemed relevant.
- Any other training relevant to the proficient discharge of their duties such as IT, Legal Powers, Finance and understanding of the planning system, identified through regular training needs assessments.

- Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and Information and Networking briefings provided by Suffolk Association of Local Councils.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration and other relevant publications, which will remain the property of the Council.
- Regular feedback from the Chair in respect of their performance.

**If the Clerk is new in post:**

- Should be encouraged to develop the skills needed to gain the Certificate in Local Council Administration (CiLCA) within 3 years of appointment (this is a condition of employment) in order to retain the General Power of Competence. Failure to achieve qualification will result in employment being reviewed.

**For Volunteers on Parish Council activities the following as a minimum will be provided:**

- Briefings on relevant health and safety matters and the scope of their work prior to starting.
- Assessment of their skill, knowledge and capacity to complete the task in hand.
- Briefing on the safe use of any equipment provided by the Council.

## Identification of Training Needs

Training requirements for Councillors will usually be identified by themselves in conjunction with the Clerk.

All courses will be investigated by the Clerk and brought to the attention of the full Council.

Annually, the Council will formally review the training needs of Councillors and the Clerk at the May meeting.

Training needs for the Clerk will either be identified through the recruitment process for new clerks, including application form and interview, or formal and informal discussions and annual staff appraisal in July. The annual staff appraisal of the Clerk to be conducted by the Chair and Vice Chair (or one other Councillor). The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

A record of Continuous Professional Development (CPD) activities undertaken by the Clerk and all Councillors will be reviewed on an annual basis.

## Resourcing Training

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

The purchases of relevant resources such as publications will be considered on an ongoing basis.

## Evaluation and review of training

All training undertaken will be subsequently evaluated by the Council to ensure that it is relevant to needs, cost effective and that the quality of training is consistent.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

The Clerk will maintain a record of training attended by the Clerk and all Councillors.

Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

This Policy was adopted by the Council at its meeting held on:

*13<sup>th</sup> May 2026*

Signed:

*Ruth Johnson*

Clerk

*Clive Lenton*

Chair

## Version Control

Date	Details	Next Review
<b>12<sup>th</sup> November 2025</b>	First Publication	September 2027
<b>13<sup>th</sup> May 2026</b>	Annual Review	May 2027

