



TRAINING POLICY

Document History		Next Review
Date	Reason	
May 2026	Unchanged	May 2028
May 2024	Reviewed with no changes other than adding a training needs analysis for 2024-25	May 2026
May 2023	Reviewed with only formatting changes	May 2024
Mar 2023	Updated from CiLCA training	
May 2022	Reviewed with no changes	
Jul 2020	Original document adopted	

1. Policy Statement

Freethorpe Parish Council is committed to ensuring its staff and councillors are trained to the highest standard, helping them to represent and serve the parish effectively. To support this, funds are allocated to a training budget each year to enable staff and councillors to carry out training and development relevant to their office. This may take the form of formal learning, professional activity and self-directed learning (Society of Local Council Clerks Continuous Professional Development categories).

2. Objectives

Objective	Training and development
To represent and serve the parish effectively	Information and updates on all new legislation
To provide safe, legally compliant play areas.	Play Area Inspection training courses to support monthly inspections
To represent the interests of the parish on strategic plan development and planning applications.	Planning processes and changes training and information
To increase public involvement in the community	Community engagement training Neighbourhood planning training
To engage with district council and county council, Police and other services and charities so that the views and needs of the parish and residents are heard.	Networking events
To ensure that all involved with the Parish Council are treated with dignity and respect.	Civility and respect project

To ensure the health and safety of all members, employees, contractors and volunteers.	Indoor and outdoor training Health and Safety procedures including accident reporting and first aid kits.
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3. Approval & funding

Any training or development involving costs or paid working time (such as study leave) requires approval of full council. The principles for prioritising and deciding on a training request are:

- Its necessity or usefulness for the work of the council
- Its necessity or usefulness for personal development
- Its value for money
- The funds available in the budget.

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council. Any financial support, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee fails to complete the training or leaves the council within an agreed time following completion of the course.

4. Responsibilities

Responsibility	Owner
Annual training needs analysis	Parish Council
Budget for training and development	Parish Council
Identify training requirements	Chairman & Clerk
Investigate opportunities	Clerk
Approve training and development	Parish Council
Request training	Parish Councillors, Clerk
Attend training relevant to office	Parish Councillors
Attend training to keep up with legislation	Clerk
CiLCA qualification	Clerk
<i>Attend training relevant to role</i>	<i>Volunteers</i>
<i>Keep a record of training and development</i>	<i>Clerk</i>
<i>Review training and development</i>	<i>Parish Council</i>
Retain and share training materials	Clerk, Parish Councillors
Review training and development policy	Parish Council

5. Types of training

- 5.1 **Types of training.** The Council will look to use local, sector-recognised training providers including Norfolk Association of Local Councils, Society of Local Council Clerks, Norfolk Parish Training and Support and Community Action Norfolk. For specialised training, other providers may be required. Staff and councillors will be encouraged to attend appropriate training and networking events where these are commensurate with the role of the individual.
- 5.2 **The Clerk** will be expected to be CiLCA qualified, or will work towards gaining the qualification within 12 months of appointment. The Clerk will be expected to attend relevant training to keep up to date with legislation and deliver the operational and project work required. Training will support Continuous personal development for the clerk
- 5.3 **New councillors** will be provided with an information pack containing key information about the Council, and will be offered the opportunity to attend the Initial Training for Clerks and Councillors course.
- 5.4 **All Councillors** will be encouraged to attend training opportunities. All training presentation papers will be retained and used for in-house training and information sharing.
- 5.5 **Volunteers** will be trained as appropriate to the work they engage with. This may include mandatory training specific to the volunteering activity, such as Health and Safety for volunteers doing a survey of hedgerows, where the Parish Council has a duty of care for their safety; and optional training relating to their tasks, which may be considered for their personal development and enjoyment.

6. Training Needs Analysis 2024-25

Item	Training need
Clerk	CiLCA qualification last year. Keep up to date via NALC subscription and events such as Town & Parish Council Forum and the Marshes cluster meeting.
Parish Councillors	Equipped for the routine operation of the council. New councillors are invited to attend induction training. Some specific training may be needed for projects such as the Wickhampton Pond, to be achieved by presentations.
Volunteers	Any voluntary work under the auspices of the Parish Council will need to be underpinned by training, usually a meeting with instruction.

