

Training and Development Policy

Overall aim of this Policy

Brundall Parish Council is committed to the provision of training and development for councillors, staff and volunteers to help raise the Council's profile, fulfil the roles played by its councillors, 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 councillors, 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. The budget is reviewed annually as part of the precept setting process. The Clerk manages it on a day to day basis.

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 and 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 to request specific training, or any obligation to undergo training, the Council agrees to fund training costs provided there is a commitment to attend that course.

Funding includes the cost of the course and the cost of transport to the course. Agreement must be given for attendance at any course prior to the event.

Training Needs for Staff

Training needs for the clerk and other members of staff will be identified as a result of their appraisal.

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

The Clerk is encouraged to take responsibility for identifying appropriate external training and courses.

The Clerk will be responsible for facilitating the training needs of other members of staff, identifying relevant courses or by coaching or mentoring.

Training needs for Councillors

The Clerk will be responsible for facilitating the training needs of councillors both new and experienced by identifying relevant courses or by coaching or mentoring.

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 councillors. Councillors are encouraged to discuss any needs they identify for themselves with the Clerk.

Training needs for Volunteers

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.

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: 27th April 2026
Review: April 2028