

Barrow Gurney Parish Council

Version 1. Adopted on 7 January 2026

Training and Development Policy

1. Introduction:

Barrow Gurney Parish Council is responsible for identifying and meeting the training needs of both Councillors and Staff and managing the associated budget. This policy sets out:

- BGPC's commitment to training and development
- The identification of training needs and meeting those needs for both Councillors and Staff
- A budget set aside for the purposes of training and development

2. Commitment to Training and Development:

BGPC is committed to ensuring its Councillors and Staff are trained to the highest standard in order that they may deliver the most effective service to their community. All Councillors and Staff Members require to develop the knowledge and skills to fulfil their duties to the best of their ability. Each Councillor and Staff Member will be expected to participate in training in response to their identified needs.

3. Councillor Training and Development:

- 3.1 All new Councillors, on election, will be provided with an induction file comprising sufficient information to allow them to undertake their duties immediately
- 3.2 All new Councillors will be expected to attend internal induction training, provided by the Clerk and/or Chair of the Council
- 3.3 All Councillors will complete an annual Training Survey (December) in order to identify their future training needs and record training undertaken during the year
- 3.4 All Councillors will be expected to participate in training, provided both in-house and by appropriate organisations, to enable them to fulfil specific roles more effectively. e.g. local planning systems
- 3.5 All Councillors will be expected to participate in training which develops the scope of their roles within the council

4. Staff Training:

- 4.1 All new staff will be provided with in-house training prior to commencing their duties and in respect of the nature of these duties
- 4.2 All Staff will be given H & S training (and First Aid training if relevant to the post held)

- 4.3 All Staff will be given the opportunity to discuss with the Clerk / Chair of the Council their present duties and their training needs on an annual basis
- 4.4 The Clerk will be expected to hold (or be working toward) The Certificate in Local Council Administration and to acquire additional certificates as appropriate to the scope of his /her role as Clerk to XXPC

5. Training and Development Budget:

- 5.1 A realistic budget, to match the number of Councillors and their identified training needs will be agreed by XXPC as part of the annual budget setting process
- 5.2 This budget will be allocated in the spirit of equality of opportunity and in consideration of training and development priorities for individual Councillors and Staff
- 5.3 The Council will meet all required annual subscriptions which will enable both Councillors and Staff, including the Clerk, to take advantage of training courses and conferences.