



TRAINING POLICY

Resolved at the Council Meeting 25th January 2021

Reviewed May 2021 – PC22 9(iv)

Reviewed F&GP 15 July 2024

Reviewed August 2026

To be ratified at Full Council 28th September 2026

INTRODUCTION

Haddenham Parish Council (“**Council**”) is committed to training its staff and Councillors. It endeavours to ensure the safety of its staff and recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

The Council values the time given by its Councillors to their community. This Policy seeks to maximise the benefits of that commitment by ensuring its Councillors understand and enjoy the role, find it rewarding and are properly equipped to fulfil it effectively.

STAFF

- 1.1. Contracts of employment and job descriptions given to staff members will include details of the Council’s commitment to training. The Council is committed to its senior office staff being members of the Society of Local Council Clerks.
- 1.2. The Council will identify training needs in the light of the overall objectives of the Council and needs of the individual employee, including changes of legislation and work practices. Training is recognised as an ongoing process and will be considered as an integral part of the employee’s probation reviews, appraisals , interviews, formal and informal discussions as well as other methods - as appropriate.
- 1.3. Training forms an essential requirement for the Parish Council to meet the General Power of Competence. The Clerk is required to hold a minimum of Certificate in Local Council Administration (CiLCA), or expected to obtain the qualification within two years of being appointed to the role. This requirement also applies to the Deputy Clerk, who should be trained to the same level as the Clerk. Other members of office staff will also be encouraged to obtain the Introduction to Local Council Administration (ILCA).
- 1.4. Progression of the Clerk and other staff onto higher courses in Community Governance shall be decided on an individual basis. This will consider the needs of the Council and the goals of the staff member, budgets and value for money.
- 1.5. The Finance and Administration Officer should complete the Financial Introduction to Local Council Administration qualification
- 1.6. The ongoing training offered to its CiLCA qualified staff will be no less than the minimum of 12 Continuous Professional Development (CPD) of points required by the Institute of the Society of Local Council Clerks to retain membership. The attainment of 18 CPD points to obtain Principal Membership, will be encouraged.
- 1.7. At least one member each of the office staff and grounds maintenance staff should have a Level 3 Award in Emergency First Aid at Work.
- 1.8. The grounds maintenance team shall only use machinery, equipment or chemicals for which they have received appropriate technical and safety training.

- 1.9. The Facilities Manager and at least one of the grounds maintenance team and should have completed the RPII Operational Play Inspection Course.
- 1.10. The Facilities Manager and at least one other member of staff should have completed the Fire Marshall training.
- 1.11. All staff will be encouraged to undertake training courses which will assist in developing their roles. This commitment will extend to any future permanent or fixed contract positions which may be required in the future.
- 1.12. Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination.
- 1.13. Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours. Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.
- 1.14. Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the Parish Council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.
- 1.15. Employee requests for time off for study leave must be approved in advance. To make a request the individual is asked to write to the Clerk, setting out the details of the course of study, how it relates to their work and the time being requested. The Clerk would consider the request and may refer to the Personnel Committee if over 3 days (refer 1.14). No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Clerk (or the Personnel Committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the Council can be met.
- 1.16. The Council will evaluate and measure the impact and effectiveness of all training and this will be included and recorded as part of the Appraisal process of the Council.

COUNCILLORS

- 1.17. The Council will ensure that all of its new Councillors , at the earliest opportunity, will enrol onto councillor induction training which will include guidance on the Code of Conduct. Training will also include matters relating to audit, financial management, and powers and duties of local councils.
- 1.18. Councillors will be encouraged to undertake training to support and improve their understanding of the role of Councillor. As part of their initial induction, all Councillors will be provided with access to the latest edition of NALC Good Councillor Guide
- 1.19. All Chairs and Vice Chairs of Committees will be encouraged to undertake Chairmanship training on first appointment to such a post.
- 1.20. Councillors serving on the following Committees will be advised to access the following publications from NALC.
 - Full Council – The Good Councillors Guide to Community Business.
 - Personnel Committee – The Good Councillors Guide to being a good Employer
 - Finance Committee – The Good Councillors Guide to Finance and Transparency
 - Planning Committee – The Good Councillors Guide to Neighbourhood Planning

- 1.21. The Clerk will notify the Councillors of training opportunities throughout the year which is applicable to fulfilling their roles.
- 1.22. The Council will maintain a library of current publications and books offering advice concerning all aspects of local government. It is noted that these publications can also be accessed online.
- 1.23. The Council is committed to networking with other Councils, as it sees this as an effective means of information gathering, and where possible will host or link in with training events held by other councils.

CLIMATE EMERGENCY AND CARBON LITERACY

The Parish Council has declared a Climate Emergency and is committed to reducing the carbon footprint of Haddenham and actively encouraging carbon literacy amongst its Councillors and staff.

- 1.24. The Council understands the importance of Councillors and Officers having the knowledge and understanding necessary to support the Council's Climate Emergency response.
- 1.25. The Council will ensure that at least one Officer and two Councillors are trained to Carbon Literate standard.
- 1.26. The Council will continue to develop and maintain a programme to roll out Carbon Literacy training to the Council as a whole, subject to available resources and the Council's training priorities.
- 1.27. The Council will review progress regularly and consider further training opportunities to support its climate objectives and wider sustainability commitments.

FINANCE

- 1.28. The Council shall retain a healthy training budget, across all departments, which is sufficient to meet the reasonable needs of staff and Councillors.
- 1.29. The Council will reimburse reasonable expenses arising from attending training to staff and Councillors.
- 1.30. The Council will maintain a Training Record giving details of dates, titles and providers of development activity undertaken by staff and Councillors.