

BACTON PARISH COUNCIL

Training

Adopted: 12 January 2026 **Minute reference:** 120126/70

Introduction

Bacton 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 available 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 nine elected Councillors and employs one part-time Parish Clerk, and one part-time Parish Warden.. Training and development for all will be regularly reviewed but offered as a minimum will be:

For Councillors:

- Attendance at induction sessions explaining the role of Councillors.

- Provision of a Councillor Information Folder containing copies of the Standing Orders, Financial Regulations, Code of Conduct, Policies and Protocols adopted by the Council and other information deemed relevant at the time all available on line.
- Access to relevant courses provided by bodies such as the Suffolk Association of Local Councils (SALC).
- Circulation of documentation such as The Local Councillor 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 all 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 networking briefings provided by Suffolk Association of Local Councils.
- Subscription to relevant publications and advice services.
- Provision of Local Council Administration by Paul Clayden and other relevant publications, which will remain the property of the Council.
- Regular feedback from the Line Manager in respect of their performance.

For the Parish Warden 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.

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. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council. .

Training needs for the Clerk will either be identified through the recruitment process for new a clerk, including application form and interview, or formal and informal discussions and annual staff appraisal. 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 will be reviewed on an annual basis.

Resourcing Training:

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 all staff and 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.