

HARVINGTON PARISH COUNCIL

TRAINING POLICY

Purpose and Scope:

1. Harvington Parish Council is a statutory body within local government, which is subject to legal procedures and regulations. This policy sets out the Council's position on the provision of training and development opportunities for staff and Councillors. It applies to all Councillors as well as staff, regardless of whether they full or part-time, temporary or fixed-term.
2. All Councillors and employee, (Clerk/RFO), need to have access to support and training in order for members to understand fully their role and responsibilities and contribute effectively towards the objectives of the Council. All must be given the opportunity to access training to suit each individual needs.
3. The Council will ensure there is a reasonable budget for training and development annually.
4. Prospective Councillors and applications for the Clerk post should be aware of this policy and the expectations required.

Identifying, Meeting and Evaluating Training and Development Needs:

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including: Attendance at conferences, seminars and short courses, online training, internal coaching, shared in-house learning resources (books, journals, DVDs etc.), work shadowing and time for self-directed research and learning.

Requirements:

1. Councillors

All new Councillors prior to their first meeting will receive a 'Good Councillors Guide' by email and a hard copy of an Information Pack containing statutory regulations, policies and information relevant to Harvington and will be asked to sign confirmation on receipt of the documents.

New Councillors will be expected to attend within the first twelve months of Office, the following training sessions:

- a). Basic Induction Course.
- b). Code of Conduct.
- c). Planning, Powers and Purpose and legal framework of Council.
- d). Management of the Council, meetings and procedure and financial process.
- e). Any additional training will be approved by Council.

Councillors will be encouraged to attend refresher courses and updates on new/revised legislation as and when necessary.

Expenses for attending consultations, training, and briefings etc. will be paid for by the Council.

Training requirements will be identified by the Clerk and brought to the attention of the Parish Council. The Clerk will maintain a record of training attended.

Training is mainly provided by the County Association of Local Councils, known as CALC.

2. Chair and Vice –Chair

A prospective Chair/Vice-Chair will be expected to have attended a Chairmanship Course or if elected without having attended a course, will be expected to attend such training as soon as possible as a condition of appointment.

3. Clerk

Mandatory training or qualifications for the Clerk will be stated on the Job Description. They should also be stated in the Contract for new starters, along with whom is responsible for the costs of the training/qualifications. Where during employment, a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification. Desirable and job specific training may be identified and should be supported where feasible, to enhance the skills and reputation of the Council. Optional training will be mutually agreed between the Council and the Clerk.

It is expected that:

- a). The Clerk will hold the CiLCA qualification as a minimum requirement or obtain the qualification after being in post for 24 months; costs to obtain the qualification will be funded by the Council as well as the Clerk/RFO time in obtaining the Course.
- b). The Council is responsible for ensuring that the Clerk keeps up to date with training.
- c). The Clerk will attend any other training that is relevant to the discharge of their duties e.g. Finances including Budget, Audit, Legal Powers, Planning etc.
- d). Expenses for attending consultations, training, and briefings will be paid for by the Council.
- e). An annual appraisal will take place to review the Clerk's performance and to identify training needs by the Staffing Committee.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training.
- Fails to attend training without good reason.

4. Monitoring

- a). An annual assessment of Councillor training needs will be considered in May's meeting.
- b). A Training Record will be kept as a means of monitoring adherence to the policy and ensuring training is up-to-date.
- c). Records of training sessions undertaken by both the Clerk and the Councillors will be maintained and published on the Parish Council Website.

d). All training undertaken by both the Clerk and Councillors will be reported to the Council as an agenda item.

5. Council

a). The Council will ensure that each year sufficient funds are allocated in the Training Budget, in order that the Clerk and members can attend appropriate training sessions to enable them to meet their training obligations and council objectives.

b). Travelling expenses will be reimbursed according to the Councillors Travelling Policy.

c). The Council will authorise the annual subscription for Worcestershire CALC so that the Clerk and Councillors can take advantage of the advice and support offered.

Date of Policy: July 2026

Recommending Committee/Group: F&GP Working Group

Date of committee/group meeting: 29 June 2026

Policy version reference: v1 2026

Supersedes: Training Policy (May 2025)

Final Approval: Ordinary Parish Council Meeting

Policy effective from: 8 July 2026

Date for next review: July 2029