CAPEL PARISH COUNCIL

Training and Development Policy

Making sure councillors and staff have the knowledge and skills to perform their roles well

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Councillors, employees and volunteers

1. Purpose

Well-trained councillors and staff make lawful, confident and well-informed decisions. This policy sets out the training the Council expects, how it is planned, paid for and recorded, and who is responsible. It supports the Code of Conduct (which requires councillors to complete Code of Conduct training), the Staff Handbook, the Safeguarding Policy, the Information Governance Policy and the IT and Cyber Security Policy.

2. Principles

- Training is an investment in good governance, not an optional extra.
- Everyone gets an induction, and training is planned each year against real needs.
- Training is fair and accessible. The Council makes reasonable adjustments (for example format, timing, venue, online access) so everyone can take part.
- Costs are budgeted, approved in line with the Financial Regulations, and give value for money.
- Training is recorded so the Council can show it has met its duties.

3. Responsibilities

- **The Council** agrees an annual training budget at budget setting, approves this policy and reviews a short training report each year.
- **The Chair** leads the induction and encourages attendance. For the Clerk, the Chair (or the staffing councillor) agrees the training plan.
- **The Clerk** keeps the training record, circulates opportunities, organises induction, and plans staff training with each employee.
- **Individuals** complete required training, tell the Clerk about courses they would like, and share what they learn.

4. Councillor induction and training

4.1 Induction

Every new councillor (elected or co-opted) receives an induction pack and a meeting with the Chair and Clerk within **one month** of taking office, using the checklist in Appendix A. The Clerk gives them the Code of Conduct, Standing Orders, Financial Regulations, key policies, the policy index and the meeting calendar.

4.2 Required training

Topic	Who	When	Why
Code of Conduct and declaring interests	All councillors	Within 6 months of taking office, then at least annually	Required by the Code of Conduct and Standing Orders
Roles, powers and responsibilities (including meetings, decisions and Standing Orders)	All councillors	Within 6 months	Lawful decision making
Finance and Financial Regulations	All councillors, especially those who authorise payments	Within 6 months; refresh every 2 years	Internal control and fraud prevention
Data protection and cyber security	All councillors	Within 3 months, then annually	UK GDPR; Information Governance and IT policies
Safeguarding awareness	All councillors	Within 6 months, then every 3 years	Safeguarding Policy
Equality and respect (including bullying and harassment)	All councillors	Within 6 months	Equality Act 2010; Code of Conduct
Chair and Vice-Chair role, chairing meetings	Chair and Vice-Chair	On appointment	Orderly meetings and good governance
Health and safety for councillors responsible for assets	Councillors involved with play areas, buildings or events	On appointment	Health and Safety Policy

4.3 Other useful training

Planning, the General Power of Competence, procurement, employer responsibilities, handling complaints and difficult behaviour, understanding the accounts, and Annual Governance and Accountability Return requirements.

5. Staff training and development

- **Induction:** every new employee has an induction in their first week, covering their contract and job description, the Staff Handbook, health and safety, safeguarding, data protection, IT and cyber security and the Council's key policies.
- **Probation and appraisal:** training needs are discussed at probation reviews and in an annual appraisal with the Chair or staffing councillor and written into a short training plan.
- **Professional qualifications:** the Clerk should hold, or work towards, a recognised qualification (such as CiLCA) so the Council can use the General Power of Competence. The Council will support the Clerk to keep up to date through continuing professional development and expects the Responsible Financial Officer to keep finance and VAT knowledge current.
- **Mandatory job training:** first aid, manual handling, lone working, display screen equipment, play inspection (for staff who inspect play areas), and any safety training that the risk assessments require. Refreshers happen at the intervals the training provider or law requires.
- **Development:** the Council encourages learning for career development where it benefits the Council.

6. Budget, time and approval

- A training budget is set each year at budget setting

- The Clerk may approve training up to £500 within the budget. Anything above that, or spending outside the budget, needs a Council decision.
- Reasonable work time is allowed for training during working hours, and councillors' reasonable travel costs for approved courses are met (Financial Regulations apply).
- For costly qualifications, the Council may ask for a written agreement that the employee repays costs if they leave soon after completing the course.

7. Sources of training

SALC and NALC (courses and webinars), the Society of Local Council Clerks (SLCC), the Local Government Association (councillor workbooks), the Information Commissioner's Office, the National Cyber Security Centre, the Health and Safety Executive, the Council's own advisers and internal auditor, and approved online training. The Clerk compares cost, quality and format.

8. Records and review

The Clerk keeps a training record for every councillor and employee (Appendix B) and reports to the Council at least once a year: who has completed the required training, what was spent, and gaps to fill. Councillors who have not completed required Code of Conduct training are reminded by the Clerk and the Chair; persistent non-completion is reported to the Council. The Council also considers training when it reviews risks (see the Risk Management Policy). This policy is reviewed annually.

Training records contain personal data and are kept in line with the Retention Schedule in the Information Governance Policy.

Appendix A - New councillor induction checklist

Item	Done (date)	Clerk or Chair initials
Declaration of acceptance of office signed and filed		
Register of interests form completed and sent to the Monitoring Officer within 28 days		
Code of Conduct, Standing Orders, Financial Regulations and Policy Index given and explained		
Council email account and IT briefing (IT and Cyber Security Policy)		
Data protection briefing and Privacy Notices (Information Governance Policy)		
Safeguarding briefing and Designated Safeguarding Lead introduced		
Meeting calendar, committees and outside body roles explained		
Health and safety and risk briefing (assets, play areas, events)		
Introduction to the Clerk, staff and other councillors; how to work with staff (not instructing staff individually)		
Training booked: Code of Conduct, finance, roles and responsibilities, safeguarding		

Appendix B - Training record template

Name and role	Course or topic	Provider	Date completed	Cost	Certificate or evidence filed	Next refresh due