



TRAINING & DEVELOPMENT POLICY

1.0 Policy Statement

Bugbrooke Parish Council is committed to the on-going training and development of its staff and councillors. It recognises that in order to help the council achieve its aims and objectives of providing the highest quality representation and services for the local community within then training must be provided. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.0 Objectives

2.1 The council's objectives are as follows:

- **ENHANCE OUR VILLAGE** - To use any powers the council has to promote the health, wellbeing and development of our community to ensure Bugbrooke is a pleasant, welcoming inclusive place to live with good facilities, transport links and the tools to help the village thrive.
- **PROTECT THE COMMUNITY** - To engage, whenever possible, in an open honest dialogue with residents, to understand their needs, and to explain how the Council will address these needs within the resources and powers available.
- **ENHANCE OUR VILLAGE** - To provide high standard cost-effective services that fall within our jurisdiction.
- **PROTECT THE COMMUNITY** - To promote and represent the best interests of the village for the improvement of the local community.
- **WORKING WITH THE COMMUNITY** - To work in co-operation with local organisations and groups to encourage and promote social and community values in the village.
- **ENHANCE, PROTECT & WORK WITH THE COMMUNITY** - To encourage a sense of community and improve the quality of life of people living in Bugbrooke.

Bugbrooke Parish Council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. Therefore, it is necessary that clerk and councillors are equipped with the correct knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

It is essential that Councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils.

3.0 Training

Training and development for each group will be regularly reviewed if there is a requirement:-

Councillors

- Provision of electronic copies of Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant. Hard copies are held in the office and councillors can arrange a mutually convenient time for these to be accessed with the clerk.
- Attendance at NCALC's 'Off to a Flying Start' training course for new Councillors.
- There is an annual training budget that Councillors can ask for specific training. The onus is on the Councillor to request training and the clerk will arrange it.

Clerk/Responsible Financial Officer

- Provision of electronic copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Parish Council and other information deemed relevant.
- Attendance at a 'New Clerk's' training course or similar.
- Gaining the Certificate of Local Council Administration (CiLCA).
- Any other training relevant their duties such as I.T., Legal Powers, Finance.
- Attendance at relevant training courses and/or local meetings and conferences of external bodies such as Society of Local Council Clerks (SLCC), Northamptonshire County Association of Local Councils (NCALC), Unitary Council events.
- Subscription to relevant publications and advice services.
- Provision of the Local Council Administration handbook by Charles Arnold Baker/Paul Clayden and other relevant publications, which will remain the property of the Council.
- Regular feedback from the HR Committee in their performance to identify training needs.
- Expenses for attending briefings, consultations, training and any other general meetings.

4.0 Budget

Relevant budgetary headings of suitable amounts will be included within the council's overall Annual Budget to cover training and development, annual subscriptions and the purchase of related publications.

5.0 Record of Training

The clerk is responsible for organising relevant training for individuals and staff, and for maintaining records of the attendance of staff at relevant training at appropriate times. Councillors are responsible for requesting training. The HR committee will every year carry out an appraisal with the clerk to identify any additional needs for training or development.

This policy will be reviewed annually.

Approved and adopted by Bugbrooke Parish Council.

Signed _____ Chair

Date 11th May 2026