

Council Training Policy

Chappel Parish Council is committed to providing a formal training strategy. This ensures that staff and Councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

When training notices and course details are received by the Clerk these are distributed to all members of the Council as appropriate for information.

All new staff will receive appropriate induction training. This will include the identification of appropriate training and development needs.

At any time a Councillor or member of staff can ask the Clerk to investigate training of either a standard or specific nature and to provide details of dates, venues, costs and subject matter content. Once agreed by the full Council the Councillor or staff member can choose the date they would like to attend and ask the Clerk to make any booking arrangements.

Training will be given on a first come first served basis providing it is relevant and the costs can be met from within the available training budget. Priority will be given to new Councillors or members of staff if there are budget constraints.

The training budget is set annually and the year to date figures are reported through the monthly financial reports at the Full Council Meetings.

The Parish Council will reimburse travel expenses associated with attending training courses. Expenses incurred other than normal travel expenses must be approved in advance of the course where appropriate.

Councillors that attend training sessions are expected to brief the Clerk on the effectiveness of the training given and specifically bring to the Clerks attention any new legislation changes covered by the training course. This will help ensure the Clerk remains current on changes and can instruct Councillors accordingly. Members of staff are expected to brief their operational manager in a similar manner, which will normally be the Chair.

Whilst it is expected that Councillors attend training sessions it cannot be compulsory. It is expected that all Councillors should attend training sessions relevant to Councillor duties and responsibilities. When a course is booked the

Councillor is expected to find a substitute to attend in their place should there be unexpected developments that prevent their attendance the Chair and Clerk should also be informed. It should be noted that costs are incurred when training is booked but not taken up.

Chappel Parish Council will validate and evaluate training and development activities on an ongoing basis, to ensure their relevance, added value and best practice.

Re-Adopted 12th May 2025

Chairman