



Burghclere Parish
Council

Training & Development Policy

Approved: 5th February 2024
Due for Review: February 2025

Burghclere Parish Council (the council) acknowledges its responsibility for providing a supportive working environment for its councillors and employees encouraging further professional development and improving familiarity with council business. In doing so the council aims to ensure the community it serves receives the maximum benefit from its future plans and objectives.

The council will ensure that:

- It takes a strategic approach to training, assessing the skills and knowledge within the Parish Council and determining what training is needed to grow and retain these skills across the Parish Council.
- It provides equality of opportunity in all aspects of training.
- It equips councillors and staff with the knowledge, practical skills and motivation to carry out their Parish Council duties efficiently and effectively.
- Training needs will always be considered alongside the introduction of any new equipment, working practice, service, or activity.
- There is sufficient budget allocation to support this policy.
- Employees and councillors feel encouraged to request training and that there is provision for them to do so.
- Training needs are identified in response to complaints, accidents, errors, or negligence.

Staff

All new employees will receive an induction consisting of:

- A walk around the Parish.
- Briefing sessions with the Chairman and staffing committee.
- Handover sessions with outgoing staff (if appropriate)
- An initial review of immediate training requirements to enhance skills and knowledge for the job.

Ongoing support will be provided in the form of:

- Annual appraisals.
- Regular informal “catch ups” and reviews with the Chairman and members of the staffing committee.
- Access to essential reference materials and resources.
- Paid study time (if appropriate, in the budget and by prior agreement)

Councillors

All new councillors will receive during their first six months on joining the Council:

- A walk around the Parish and briefing with the Parish Chairman
- New Councillor Information Pack – to include copies of the standing orders, financial regulations, code of conduct, policies of the Parish Council, The Good Councillors Guide and any other information that is deemed relevant.
- An opportunity to attend the new councillor training held by the Hampshire Association of Local Councils (HALC)

Ongoing support will be provided in the form of:

- An appropriate briefing relevant to any committees or working groups joined, including an overview of the Terms of Reference.
- Information on additional training to support them in their role.
- Travel expenses for attending approved training, briefings and consultations outside of the Parish and on production of receipts where applicable.

Delivery

Training that is appropriate to needs and budget will either be delivered in-house or sourced from organisations experienced in the needs of the sector including, but not limited to:

- Hampshire Association of Local Councils (HALC)
- Society of Local Council Clerks
- Basingstoke & Deane Borough Council
- Basingstoke Voluntary Action
- Hampshire County Council
- Action Hampshire

Responsibility

Overall responsibility for monitoring and managing compliance with this policy lies with the Staffing Committee.

The Clerk will maintain a record of all training attended by both Staff and Councillors.

Evaluation and Review

- All training undertaken will be subsequently evaluated by the Parish Council to gauge its relevance, content and appropriateness.
- Training will be reviewed in light of any changes in legislation or any applicable regulations to the Parish Council.
- The Parish Council will formally review the training needs of Councillors and Staff at a meeting of the Parish Council.

Other relevant policies and documents include:

- Employment Contracts
- Risk Assessments
- Holiday & Absence records
- Disciplinary & Grievance
- Equality & Diversity
- Health & Safety
- Wellbeing
- Bullying & Harassment
- Email
- Data Protection