

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0	Revision	Katherine Hyett - Clerk	Council 29.09.26	Every 3 years	FC/290926/09	29.09.29

Training & Development Policy

1. Introduction

Burwell Parish Council recognises that effective training and development are essential to maintaining high standards of governance, service delivery, and community leadership. The Council is committed to ensuring that all employees, Councillors, and volunteers are equipped with the knowledge, skills, and competencies needed to fulfil their roles confidently and professionally.

This policy is informed by recognised sector good practice, including guidance from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

2. Purpose of the Policy

The purpose of this policy is to:

- Promote a culture of continuous professional development.
 - Ensure Councillors, employees, and volunteers understand their roles, responsibilities, and legal obligations.
 - Support good governance through appropriate, role-relevant training.
 - Allocate resources fairly and responsibly to support development needs.
 - Ensure compliance with statutory and recommended training standards.
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3. Commitment to Training & Development

Burwell Parish Council is committed to:

- Providing access to training that supports the achievement of Council objectives.
 - Ensuring training is fair, inclusive, and accessible.
 - Maintaining an annual training budget.
 - Encouraging attendance at relevant events, briefings, and conferences.
 - Reviewing training needs regularly and responding to legislative/sector changes.
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4. Entitlement to Training

4.1 Councillors

All Councillors are entitled to:

- A structured **induction programme**, including:
 - The Good Councillor's Guide (NALC)
 - Code of Conduct & standards
 - Introduction to the Clerk and Council operations
- Access to core training including:
 - Councillor Fundamentals
 - Code of Conduct
 - Data Protection / GDPR
 - Finance & Budgeting for Councillors

The Council encourages Councillors to complete relevant CAPALC, NALC and LGA courses and specialist training where roles require.

4.2 Employees

All employees are entitled to:

- A comprehensive induction covering their role and Council operations.
- Annual appraisal and regular check-ins to review objectives and training needs.
- A personal development plan aligned to SLCC professional standards.
- Supported professional development when relevant to role, including:
 - ILCA
 - CiLCA
 - Specialist or mandatory qualifications
- Paid time off to attend approved training.

4.3 Volunteers

Volunteers supporting Council activities—such as working groups, events, or community schemes—are entitled to:

- A basic induction appropriate to their activities.
 - Clear role expectations.
 - Access to relevant health, safety, and safeguarding guidance.
 - Training required to undertake their tasks safely and effectively.
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5. Mandatory Training

To ensure legal compliance and good governance, the Council designates the following as mandatory where relevant:

- Code of Conduct training
 - Data Protection / GDPR
 - Any training required in Terms of reference set out for committees.
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6. Identifying Training Needs

Training needs will be identified through:

- Annual employee appraisals
- Councillor self-assessment and committee discussions
- Legislative changes and guidance from NALC, SLCC, CAPALC, and government bodies
- Strategic objectives set by the Council

Training needs will feed into the annual budget setting process.

7. Training Budget

The Council will maintain a dedicated Training & Development Budget each financial year to cover:

- Employee CPD and qualifications
 - Councillor training and induction
 - Volunteer training where appropriate
 - Conference attendance
 - Subscriptions to guidance and training resources
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8. Approved Training Providers

Training may be sourced from organisations including, but not limited to:

- Cambridgeshire & Peterborough Association of Local Councils (CAPALC)
- Society of Local Council Clerks (SLCC)
- National Association of Local Councils (NALC)
- Local Government Association (LGA)

- East Cambridgeshire District Council
 - BrightHR and BrightSafe
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9. Monitoring and Evaluating Training

To ensure quality and value for money:

- Councillors, employees, and volunteers will be asked to provide feedback following training.
 - A training log will be maintained.
 - Outcomes may be reported at Council meetings where appropriate.
 - Training impact will be reviewed as part of the annual appraisal and performance discussions.
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10. Responsibilities

- The Clerk is responsible for sourcing training, maintaining training records, and making recommendations.
 - The Council is responsible for approving training expenditure and ensuring mandatory training is completed.
 - Councillors, employees, and volunteers are responsible for participating fully in training provided.
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11. Review of Policy

This policy will be reviewed every three years or earlier if required due to legislative or sector guidance changes.
