



TRAINING & DEVELOPMENT POLICY

1. Introduction

Henlow Parish Council ("the Council") recognises its people are its most important resource. The Council is committed to providing opportunities for the ongoing training and development of its employees, councillors and volunteers to ensure individuals can carry out their duties to the best of their abilities, achieve high standards of service delivery and ensure the Council has good governance and compliance.

2. Objectives of the Policy

2.1 The objectives of this Policy are to:

- ensure individuals have the knowledge and skills required for their roles.
- ensure the Council achieves high standards of service delivery.
- ensure the Council has a good standard of governance and legislative compliance.
- assist the Council in meeting its objectives.
- encourage a culture of ongoing improvement and professional development within the Council.

2.2 The Council allocates an annual training budget to facilitate attendance at any relevant training sessions and conferences.

2.3 The Clerk has overall responsibility for procuring suitable training, so individuals are suitably equipped with the skills and knowledge needed to fulfil their role.

3. Membership of County association and SLCC

The Council will retain membership of the Bedfordshire Association of Town & Parish Councils (BATPC), NALC and SLCC to ensure that a range of training opportunities can be accessed via, or on the recommendation of, those organisations.

4. Identification of Training Needs

4.1 Examples of circumstances in which the requirement for training may arise are: -

- Professional qualifications, eg ILCA, FILCA and CILCA
- Appointment of new employees, councillors or volunteers,

- Employee appraisals and performance reviews,
- At the request of an individual,
- Following a complaint or error,
- Legislative or regulatory changes,
- Changes in internal systems and working practices,

4.2 If an individual (employee, councillor or volunteer) identifies they have a particular training need, they should raise this with the Clerk at the earliest opportunity. The Clerk will investigate suitable training opportunities to address the need and, where necessary, obtain the approval of the Council.

4.3 Employees

4.3.1 All new employees will receive basic training in the workings of the Council, the Council's policies and governance. They will also receive general training on matters such as manual handling, cyber security and health and safety.

4.3.2 If the Clerk considers an employee requires specific training, the Clerk will discuss this with the employee at the earliest opportunity.

4.3.3 In addition, an employee's training needs will be fully assessed on at least an annual basis as part of the appraisal process, taking account of the following: -

- The objectives of the Council;
- The responsibilities of the employee's role;
- The ongoing development of the employee.

4.3.4 The current or any new Clerk is expected to hold, or be prepared to obtain, CILCA or equivalent and, with the specific terms to be agreed by the Council, paid study leave will be provided to support the Clerk in obtaining the qualification.

4.3.5 The Clerk and Deputy Clerk are expected to be Members of the SLCC and the Council will support them in attending the quarterly County Branch meetings.

4.3.6 The Clerk and Deputy Clerk will also carry out updated training relevant to their roles, as required, and regularly read sector publications and the Clerk will complete accredited Continuous Professional Development (CPD) of at least 12 points per annum.

4.4 Councillors

4.4.1 New councillors will be provided with access to the Council's Standing Orders, Financial Regulations and policies and procedures and basic training in relation to the Council's processes and procedures, policies, finances, assets and Code of Conduct. They will receive general training on matters such as governance and cyber security. Councillors will also be provided with access to online copies of the NALC "Good Councillor Guides".

4.4.2 New councillors should attend the New Councillor Induction Training offered by BATPC. It is also recommended that they attend the Finance Training for Councillors offered by BATPC. The Council will support them in attending other councillor training offered by BATPC.

4.4.3 The Clerk will work with councillors to carry out a training needs assessment on an annual basis (after the annual meeting of the Council in May) to encourage councillors to consider any areas in which they would benefit from additional training.

For example, the Chair and Vice-Chair are encouraged to attend the BATPC Chairmanship course and members of the Personnel Committee and Finance & General Purposes Committees of the Council should receive enhanced external training in those areas to facilitate their roles.

4.4.4 In addition, the Clerk will identify any other suitable training opportunities for councillors throughout the year and circulate details.

4.5 Volunteers

Volunteers will receive training relevant to the activities that they are undertaking on behalf of the Council to include health and safety, risk assessments and any other specific training to ensure that they can contribute safely and effectively.

5. Training Methods

Where possible, training will be offered in a variety of formats (eg. online, in-person, combination) and at flexible times to accommodate diverse needs including accessibility requirements and caring responsibilities.

6. Financial Implications

A specific budget for training will be included in the annual budget setting process. This will take account of any training needs identified in employee appraisals and the councillor training needs assessment and, for example, particularly in an election year, will make additional provision for new councillor training.

7. Evaluation and Review

7.1 Each individual shall have a Training Log which is held by the Clerk and updated with details of any training undertaken. Copies of any attendance or qualification certificates should be provided to the Clerk to be held with these records. The records will be kept in accordance with the Council's Data Protection & Information Security Policy after which they will be disposed of as confidential waste.

7.2 Following attending any training, the individual will report back to the Clerk and the Clerk will, if relevant, report to the Council.

Revision History

Adopted at Full Council	Full Council Meeting 11th May 2026
Due for review and reoption	May 2028 or earlier if required by legislation