
Twigworth Parish Council

TRAINING & DEVELOPMENT POLICY



Adopted by Council: 9th May 2024

Reviewed: July 2025

Next Review: 2026

Training & Development Policy

Introduction

Twigworth Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation.

To support this, funds are allocated to a training budget each year to enable staff and Councillors to attend training and conferences relevant to their position.

Twigworth Parish Council has the power to allocate funds towards training and development of staff and Councillors.

Prospective Councillors and applicants for staff vacancies should be made aware of the content of this policy and the expectations placed upon them contained within it.

Policy Statement

The aim of this policy is to ensure Twigworth Parish Council is committed to fulfilling its duties and responsibilities to residents professionally.

To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with 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.

Training needs identification

Training requirements will usually be identified by the individual, the Chairman or the Clerk.

Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full Council.

This includes, one-off specific project or projects not previously carried out by Council e.g. Neighbourhood Plan.

It is expected the new Councillors with no previous experience of the role will attend training courses deemed beneficial to the individual during the first term of office.

Annually, the Council will formally review the training needs of the staff during the appraisal process.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required for the staff and Councillors.

Resourcing Training

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to various training bodies including; the Society of Local Council Clerks, Institute of Local Council Management and Gloucestershire Association of Parish & Town Councils to enable the staff and Councillors to take advantage of their training courses and conferences at discounted rates.

Purchases of relevant resources such as publications will be considered on an ongoing basis.
Evaluation and review of training

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness.

Any additional training needs highlighted as a result will be brought into the training identification process.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or staff.

The Clerk will maintain a record of training attended by themselves and Councillors.

Fees paid for by the Council will be recovered from staff and Councillors whom leave the Council within two years of the training being completed.

The rates of recovery are:

Within 6 months – 100% of training fees.

Between 6 -12 months – 50% of training fees.

Between 12-24 months – 25% of training fees.

The costs can be recovered from staff and Councillors who fail to attend a course that is booked and paid for by the Council without good reason.