

Nacton Parish Council

Training and Development Policy

Statement of Intent

1. Nacton Parish Council recognises that its most important resources are its councillors and staff. The Council encourages both to improve their knowledge and qualifications through training and development so they can make the most effective contribution to the council's aims in serving the community of Nacton.
2. Some training is necessary to ensure compliance with all legal and statutory requirements. 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 office.

Approach

3. Nacton Parish Council employs the Clerk to the Council, and a Responsible Financial Officer.
4. The Finance Advisory Group will, on behalf of the Council, be responsible for monitoring and meeting the training needs of staff and monitoring the budget. The training and development requirements of staff are identified through the annual appraisal process.
5. The principles of the National Training Strategy for Town and Parish Councils are recognised as an excellent strategy for administrative staff. The Clerk is expected to undertake the 6-module clerk training course provided by SALC.
6. The Council will pay the annual subscription to Suffolk Association of Local Councils (SALC). This will enable staff and councillors to take advantage of appropriate training courses, conferences and publications.
7. The Clerk will be expected to attend relevant training events and councillors can attend training events that are relevant to their office. It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. However, there are on-line training courses which are available in the evenings to enable all councillors to keep up-to-date with their training requirements. The Clerk will circulate the regular e-bulletins from SALC to keep Councillors informed of legislative changes and developments in the sector.
8. New councillors will be encouraged to attend the new councillor training (provided by SALC) as a minimum. The Clerk will signpost each new councillor to the website where important documents can be found such as Standing Orders, Financial Regulations, the Code of Conduct, risk assessments, asset schedule, list of members and timetable of meetings for that year. Reference will be made to the Council's website regarding the Council's policies and procedures, including the Council's Complaints Procedure and Filming at Meetings Protocol.

9. All councillors will be expected to be familiar with the above documents and to have read all papers and reports pertaining to the Council meetings.

Evaluating and monitoring

10. Evaluation of training can be achieved by staff/councillors providing feedback on the respective training. This will help to ensure the value and effectiveness of the particular training and cascade the key implications of new legislation, guidance and/or best practice. It will be the responsibility of the Clerk to maintain a continuing professional record and for councillors to keep a note of their attendance.

11. This policy will be monitored and reviewed annually by Nacton Parish Council.

Revised: May 2026

Revision date: May 2027