

Briercliffe with Extwistle Parish Council

Training and Development Policy



Adopted by: Briercliffe with Extwistle Parish Council – 3rd September 2026

Minute Number – 26/27/109

Next Review: September 2029 / Every 3 years or earlier if required

1 Introduction

Briercliffe with Extwistle Parish Council is committed to ensuring that its services and operations are delivered effectively, fairly, and in accordance with relevant legislation and best practice.

Briercliffe Parish Council recognises that effective training and development are essential to maintaining high standards of governance, service delivery, community engagement, legal compliance and safe working practices.

The Council is committed to ensuring that all Parish Councillors, employees and volunteers have access to appropriate learning and development opportunities to enable them to carry out their roles safely, effectively and professionally.

The Council will allocate an annual budget for training and development and will support attendance at relevant courses, conferences, webinars and briefings where this represents value for money and supports the objectives of the Council.

2 Scope

This policy applies to:

- Councillors
- Employees (including the Clerk)
- Volunteers undertaking activities on behalf of the Parish Council
- Any person acting on behalf of the Council where training is required for their role

3 Legislative Framework

This policy has been developed in accordance with:

- Local Government Act 1972
- Data Protection Act 2018 (if applicable)
- Equality Act 2010 (if applicable)
- Guidance from National Association of Local Councils

4 Policy Objectives

The Council recognises that ongoing training and development contributes to achieving and maintaining recognised standards of good governance and continuous improvement.

The Parish Council aims to:

- Ensure compliance with relevant legislation and best practice
- Promote good governance and ethical standards

- Support continuous professional development
- Enhance knowledge, skills and confidence
- Improve the quality of services provided to residents
- Promote equality, diversity, and inclusion
- Support safe working practices

5 Governance and Management (Roles and Responsibilities)

Council - Overall responsibility for adoption and review of the policy

Clerk - Day-to-day implementation - Monitoring compliance

Councillors - Adherence to the policy - Reporting any concerns

6 Training and Development Opportunities

Training and development may include:

- Induction programmes
- Local Association of Local Councils training
- National Association of Local Councils training
- Society of Local Council Clerks training
- Conferences and seminars
- Online learning and webinars
- Briefings and workshops
- Peer learning and networking opportunities
- Health and Safety training
- Safeguarding training
- Equality and Diversity training
- Data Protection and UK GDPR training
- Planning, finance and governance training
- Code of Conduct training
- Certificate in Local Council Administration (CiLCA) and other recognised professional qualifications

7 Induction Training

Councillors - Newly elected councillors are expected to complete any mandatory training identified by the Council within their first year of office. Councillors should receive:

- An induction pack following appointment
- Access to / copies of:
 - Councillor Code of Conduct
 - Standing Orders
 - Financial Regulations
 - and Council policies
- An overview of Council responsibilities and local government structures

Employees should receive:

- A formal induction

- Health and Safety information
- Safeguarding awareness
- Data Protection and UK GDPR training
- Role-specific training requirements

Volunteers should receive:

- Information relating to their role
- Relevant Health and Safety guidance
- Safeguarding awareness where appropriate
- Any task-specific instruction required for safe participation

8 Identifying Training Needs

Training requirements will be identified through:

- Legislative and regulatory changes
- Annual staff appraisal or supervision processes where applicable.
- Skills audits
- Individual requests from councillors, staff, or volunteers
- Recommendations arising from audits, complaints, incidents, or inspections
- New responsibilities or projects undertaken by the Council
- Changes to policies, procedures, or working practices

9 Mandatory Training

The Council may require councillors, staff or volunteers to undertake specific training where necessary for their duties, responsibilities or safe participation in Council activity.

Examples may include:

- | | |
|-------------------------------|--|
| • Code of Conduct | • Equality and Diversity |
| • Safeguarding | • Financial Management |
| • Health and Safety | • Planning Committee training where relevant |
| • Data Protection and UK GDPR | |

10 Funding

An annual training budget shall be included within the Council's budget setting process.

Reasonable costs may include:

- Course fees
- Conference fees
- Registration fees
- Travel expenses in accordance with Council policies
- Learning materials

Attendance must normally be approved in advance by the Clerk or the Council. Anyone booked onto a paid course may be expected to reimburse the Parish Council if they are responsible for an avoidable cancellation fee, subject to Council discretion and any relevant policy.

11 Recording and Monitoring

The Parish Clerk shall maintain a training record which will include:

- Name of attendee
- Course title
- Training provider
- Date attended
- Cost
- Renewal date where applicable

Training records will be maintained in accordance with the Council's Data Protection Policy and applicable UK GDPR requirements

The training programme and budget shall be reviewed annually as part of the Council's governance and budget arrangements.

12 Evaluation

Participants may be asked to:

- Provide feedback on training attended.
- Share relevant learning with colleagues and councillors.
- Identify improvements to Council practice resulting from the training.

13 Confidentiality & Data Protection

The Council will ensure that all personal data is handled in accordance with the UK General Data Protection Regulation and relevant legislation.

14 Equality and Diversity

The Council is committed to providing fair and equal access to training and development opportunities. Reasonable adjustments will be considered where required to support participation.

The Council is committed to promoting equality, diversity and inclusion in all aspects of its work. Members and officers should uphold these principles, treat all individuals with dignity and respect, and foster an environment in which differences are valued and participation is encouraged. The Council will comply with its obligations under the Equality Act 2010 and will seek to advance the principles that underpin that legislation.

15 Monitoring and Review

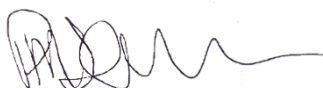
This policy will normally be reviewed every three years or earlier if required due to:

- Legislative changes
- Operational Requirements
- Updated national guidance

16 Adoption

This policy was adopted by Briercliffe with Extwistle Parish Council held on 3rd September with a meeting Minute Ref **26/27/109**

Chair Signature:



Date 3rd September 2026